CSU IBC DATABASE INSTRUCTIONS FOR PIs

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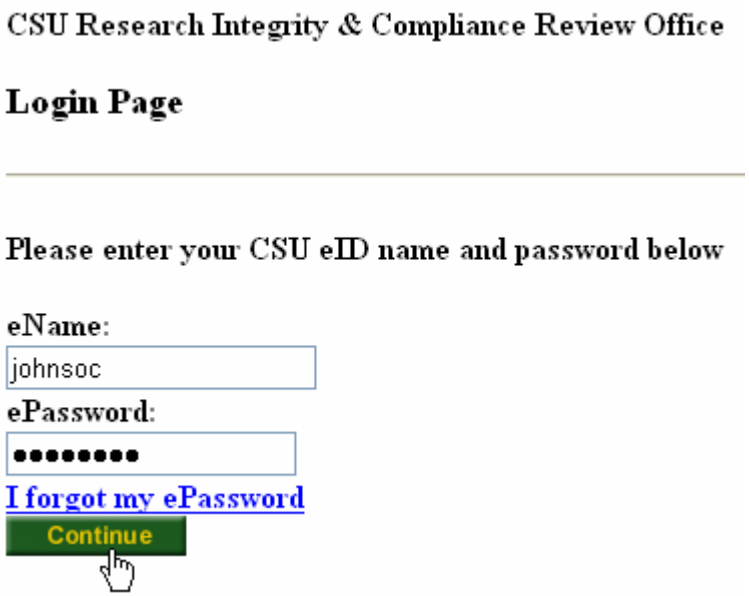
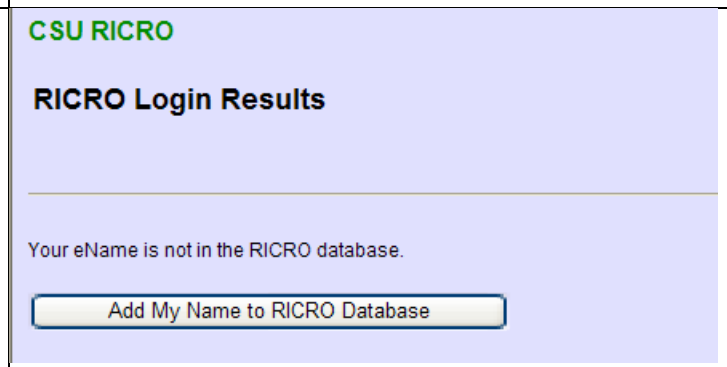
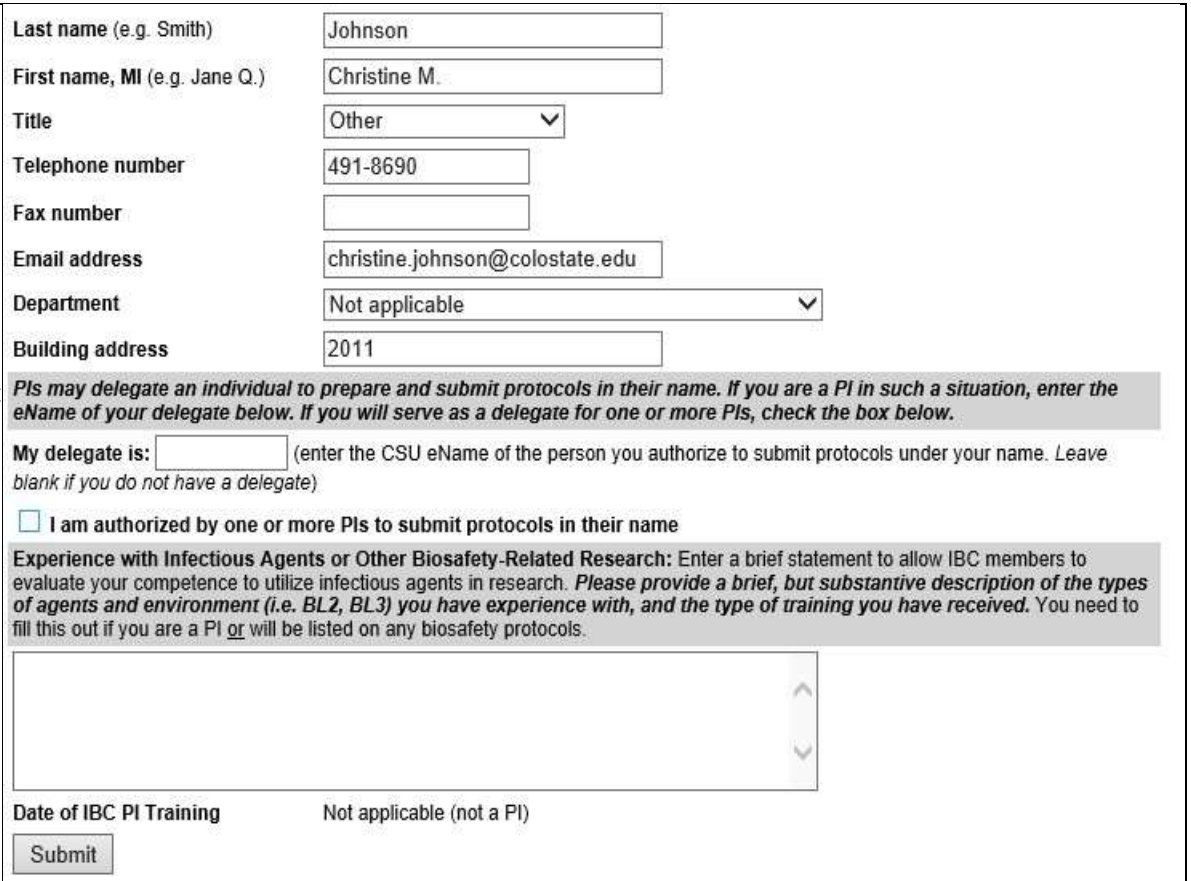
LOGING ON TO THE IBC DATABASE		
1.	Go to the following website: https://protocols.research.colostate.edu/rco/ Logon using your CSU eID and password. Click *Continue*	
2.	The first time you logon to the IBC database you will see the following message. Click Add My Name to RICRO Database	

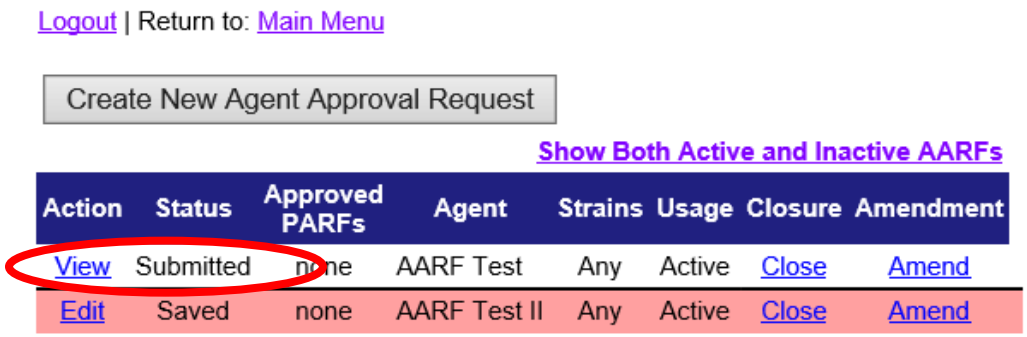
3.	Fill out the requested personal information, including a brief statement describing your experience working with biohazardous materials such as; infectious agents, human samples and/or recombinant DNA. You may also assign a delegate here. A delegate is someone that you have authorized to submit IBC forms in your name. If you wish to assign a delegate, enter their eID in the box indicated. If not, leave this section blank. If you are a delegate for a PI, check the box next to "I am authorized…" Once you have finished filling out the form, click Submit	

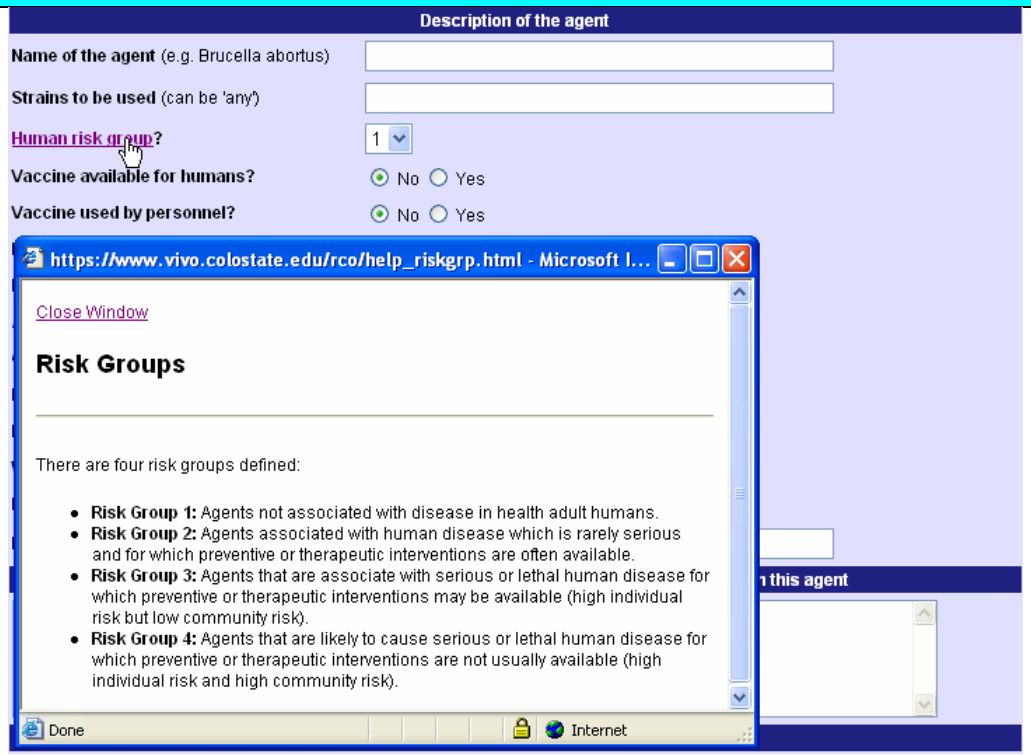
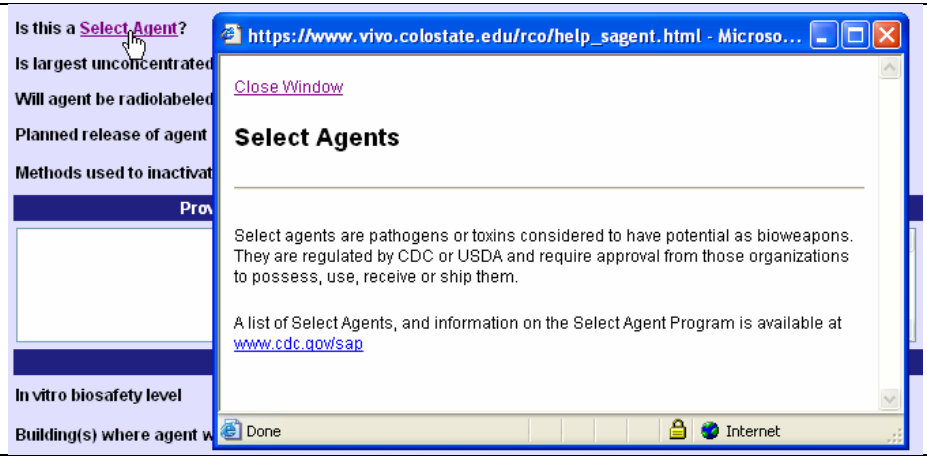
4. 5.	This is the screen you will see the next time you logon to the database. **Optional:** If you wish to view or edit your personal information page, click *View or Edit Personal Information*. This will take you back to the personal information page where you may make any necessary changes.	
SUBMITTING A NEW AGENT APPROVAL REQUEST FORM (AARF)		
6. 7.	Click Agent Approvals link from the home screen. You will be directed to the following page, click Create New Agent Approval Request	

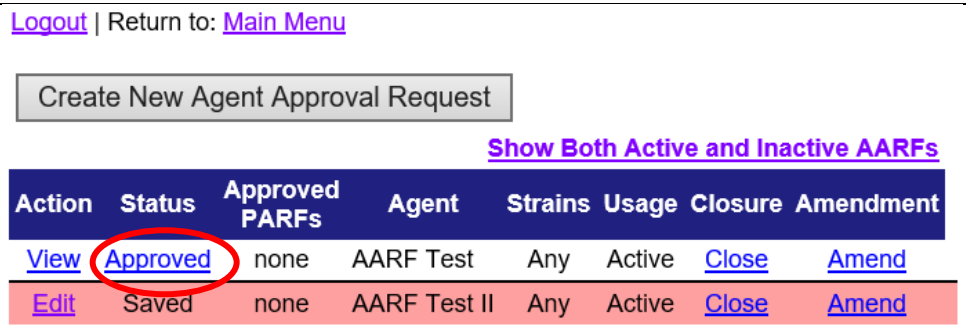
8.	This will bring up a new Agent Approval Request Form (AARF). Be sure to fill out all the fields.	**PI** JJ Nelson **Title** Other **Department** Not applicable **eName of secondary contact**
9.	Enter the eName of a secondary contact that will also be responsible for the Agent, (i.e. lab manager, administrator, etc.)	**Description of the agent** **Name of the agent** (e.g. Brucella abortus) **Strains to be used** (can be 'any') **Storage location(s)** **Usage category?** ◉ Active use ○ Storage only **Minimal BSL for use of this agent?** 1 **Human risk group?** 1
10.	If you are planning to only store the Agent you may select "Storage Only". However, please note all active AARFs must have an approved PARF to work with the agent.	**Vaccine available for humans?** ◉ No ○ Yes **Vaccine used by personnel?** ◉ No ○ Yes **Pathogenic to animals including humans?** ◉ No ○ Yes **Pathogenic to plants?** ◉ No ○ Yes **Antibiotic resistant?** ◉ No ○ Yes (*mark Yes only if this species is not normally resistant*) **CDC or USDA permit required?** ◉ No ○ Yes **Is this a Select Agent?** ◉ No ○ Yes **Is largest unconcentrated volume > 10 L?** ◉ No ○ Yes **Will agent be radiolabeled?** ◉ No ○ Yes **Planned release of agent into environment?** ◉ No ○ Yes **Methods used to inactivate agent for disposal**

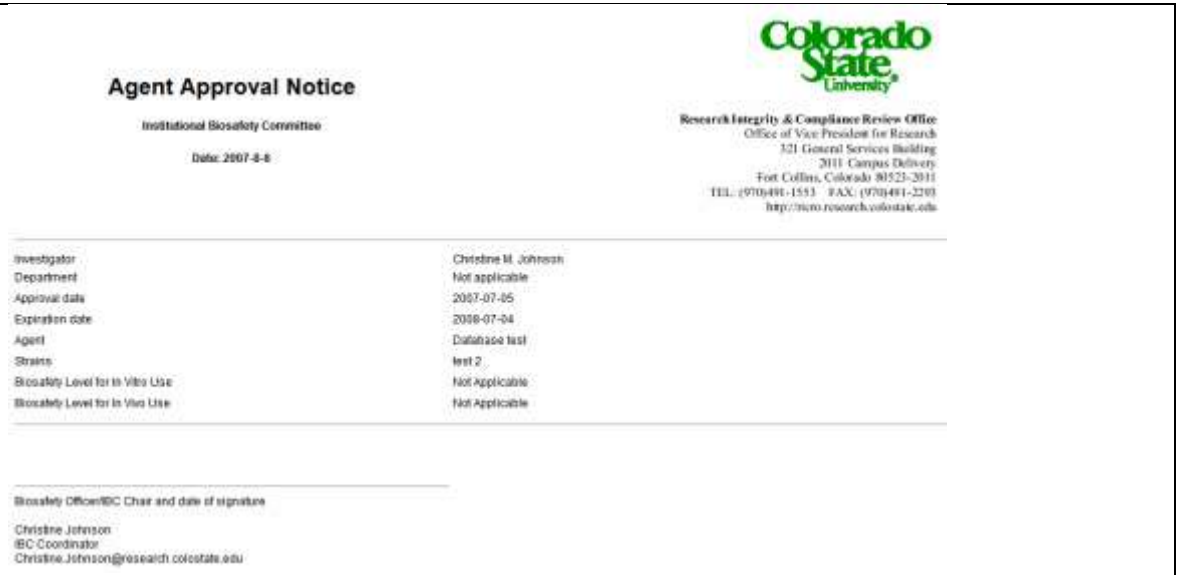
11.	If you are unable to complete the form or would like to finish filling it out at a later time, you may select “Save for further editing” then click “Continue”. The following message will appear.	**Edit Agent Approval Request: Results** Logout Your form has been saved for further editing before review **Return to** Main Menu or Agent Approval List
12.	You can then comeback to it later and edit the form. However, do not forget to change this to “Submit for IBC review” and click “Continue” once you have completed the form.	**Done! You may either submit to RCO for review or save your work and finish it later. Select your choice before clicking Continue** **Submit for IBC review** ○ Continue **Save for further editing** ◉
13.	If you have chosen to “Save for further editing”, the status of your agent will be “Saved” and highlighted in pink. To continue editing the form click *Edit.*	Logout | Return to: Main Menu Create New Agent Approval Request **Show Both Active and Inactive AARFs**

Action	Status	Approved PARFs	Agent	Strains	Usage	Closure	Amendment
View	Submitted	none	AARF Test	Any	Active	Close	Amend
Edit	Saved	none	AARF Test II	Any	Active	Close	Amend

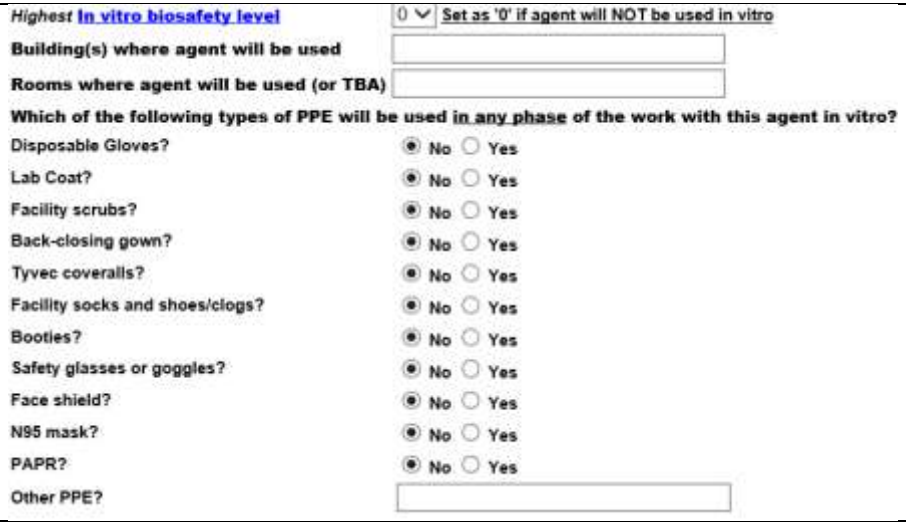
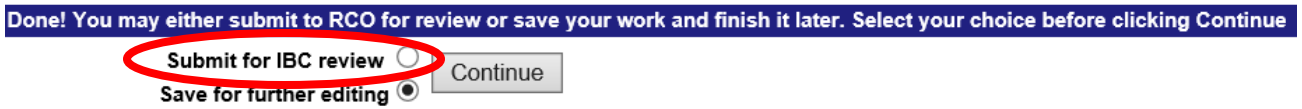
14.	Once you have submitted your approval request form, the Status will read “Submitted” until it has been reviewed by the IBC or BSO. Once your form has been submitted you no longer have access to change the form, however if you later realize that you have made an error you may contact the IBC coordinator who can make changes for you.	

AGENT APPROVAL FORM HELP WINDOWS		
15.	There are "help" windows within the form. If you are unsure of what Human Risk Group your agent falls into, please click *Human risk group* to bring up a window with the risk group definitions. Once you have determined the appropriate risk group for you agent, please select the correct number from the pull down menu.	
16.	If you are uncertain if your agent is a "Select Agent", click *Select Agent* to bring up the Select Agent window. Here you can link to the CDC Select Agent list.	

PRINTING A AGENT APPROVAL NOTICE		
17.	To print a agent approval notice, open your agent list by clicking *Agent Approvals.*	
18.	For the agent approval you wish to print, click *Approved* under the Status column.	

19.	This will bring up the Agent Approval Notice. You may print this notice by selecting the print option in your web browser. If you need a signed copy of your approval, contact the RICRO and one will be provided for you.	 **Agent Approval Notice** Institutional Biosafety Committee Date: 2007-8-8 Colorado State University Research Integrity & Compliance Review Office Office of Vice President for Research 321 General Services Building 2011 Campus Delivery Fort Collins, Colorado 80523-2011 TEL: (970)491-1553 FAX: (970)491-2293 http://rcro.research.colostate.edu Investigator: Christine M. Johnson Department: Not applicable Approval date: 2007-07-05 Expiration date: 2008-07-04 Agent: Database test Strains: test 2 Biosafety Level for In Vitro Use: Not Applicable Biosafety Level for In Vivo Use: Not Applicable Biosafety Officer/IBC Chair and date of signature Christine Johnson IBC Coordinator Christine.Johnson@research.colostate.edu
20.	Note:	Having an Agent Approval (AARF) only allows you to have the agent in your possesion. You must also obtain a Project Approval (PARF) prior to using the agent. AARFs do not require a yearly renewal, however, make sure to keep the secondary contact and storage location up to date. (See how to submit an amendment page 17.)

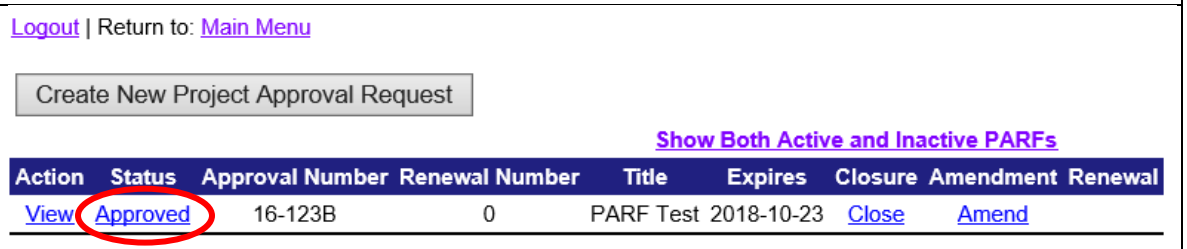
SUBMITTING A NEW PROJECT APPROVAL REQUEST FORM (PARF)		
21.	To submit a new Project Approval Request Form click *Project Approvals.*	
22.	Then click *Create New Project Approval Request*	
23. 24.	This will bring up a new Project Approval Request Form (PARF). Be sure to fill out all of the fields that pertain to your project. Leave fields that are non-applicable blank. List the eName of researchers that will handling the agent(s) or samples on the project. (Do not enter the PI's eName, they are already listed.	

25. 26.	When filling out the PPE section for PARFs that use multiple agents, select the HIGHEST BSL that will be used. If you are unable to complete the form or would like to finish filling it out at a later time, you may select "Save for further editing" the click "Continue".	
27.	You can then comeback to it later and edit the form. However, do not forget to change this to "Submit for IBC review" and click "Continue" once you have completed the form.	

PRINTING A PROJECT APPROVAL NOTICE

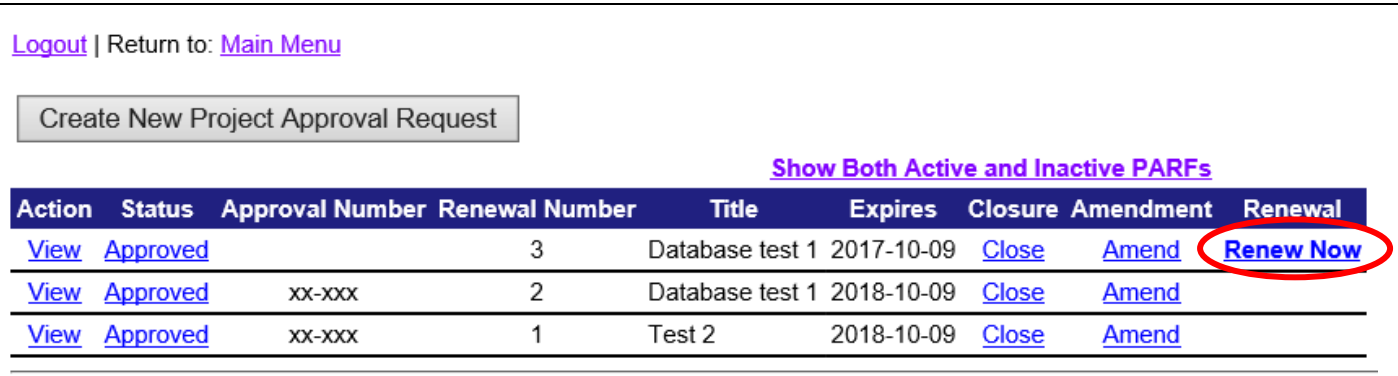
28. To print a project approval notice, open your project list by clicking *Project Approvals*.

29. For the project you wish to print, click *Approved* under the Status column.



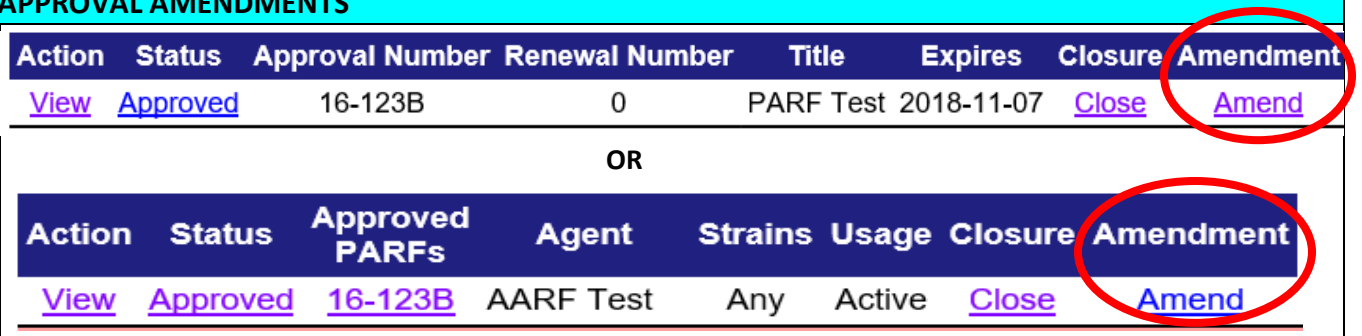
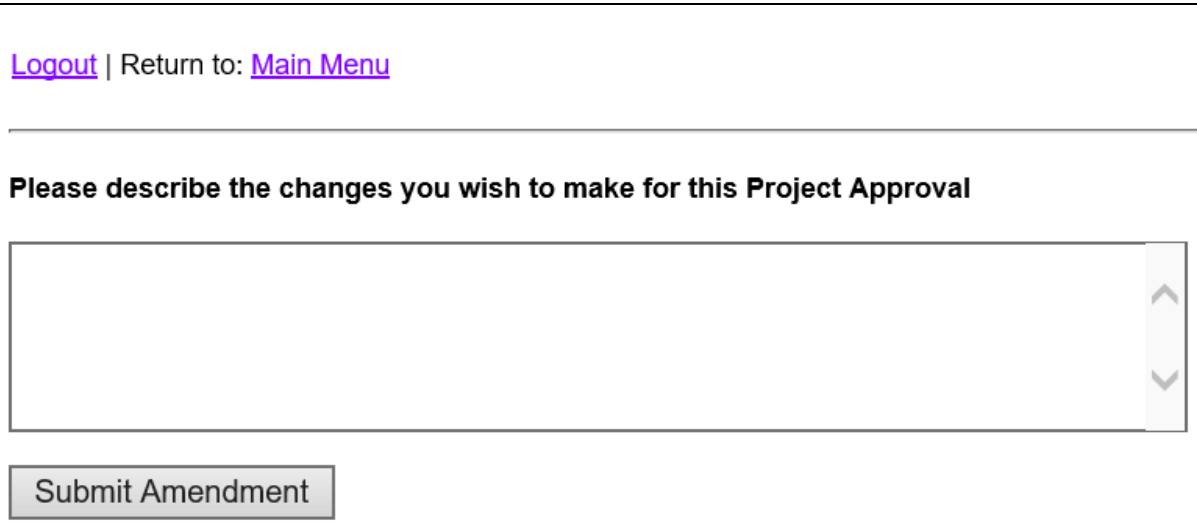
30. This will bring up the Project Approval Notice. You may print this notice by selecting the print option in your web browser.

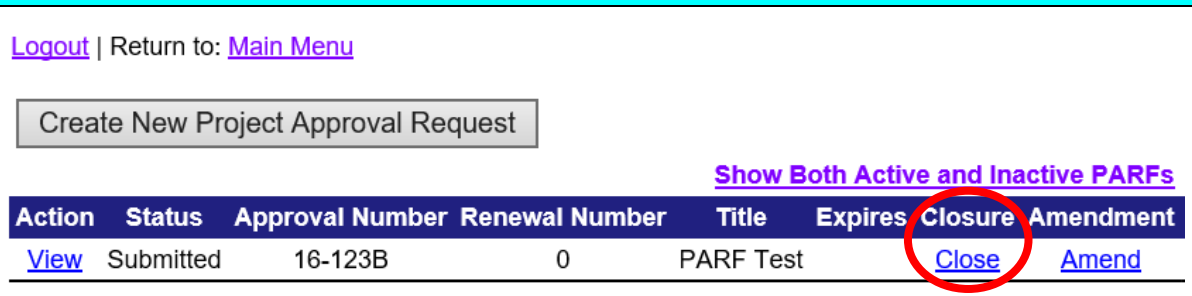
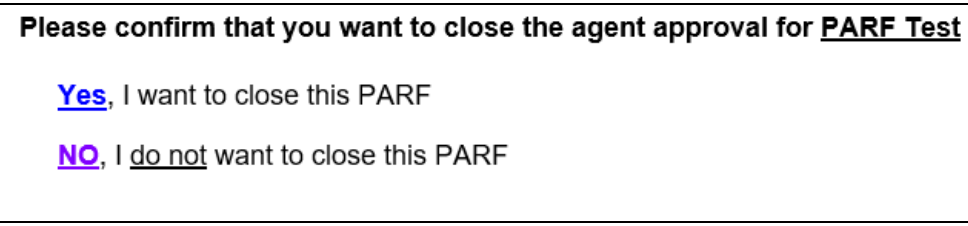
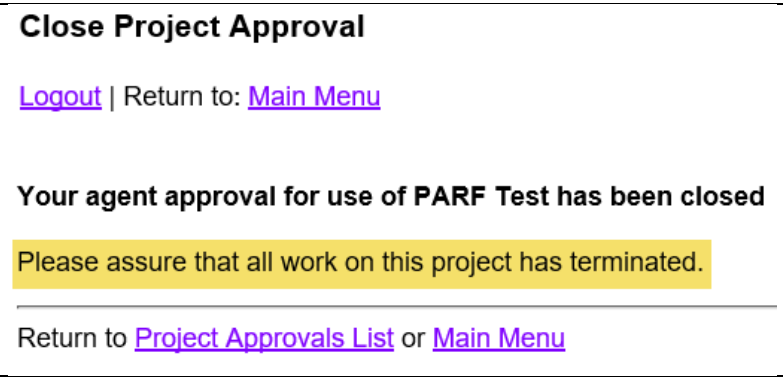
If you need a signed copy of your approval, contact the RICRO and one will be provided for you.

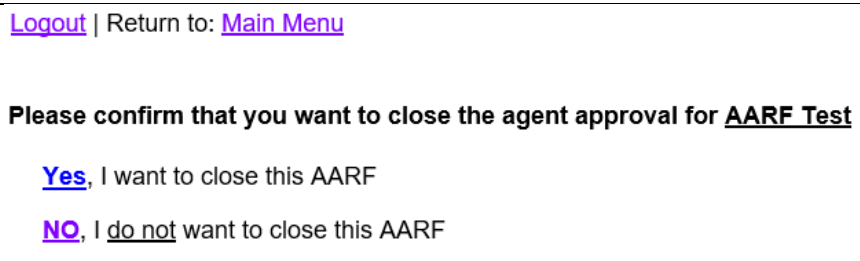
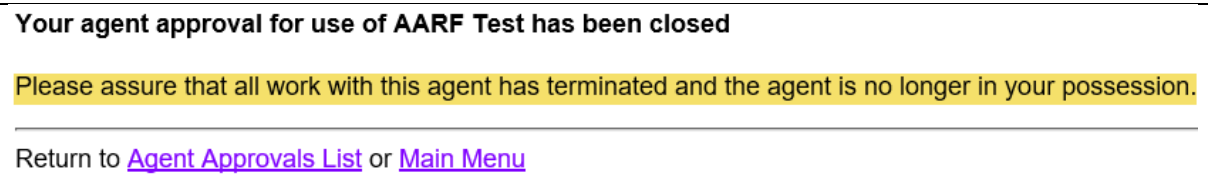
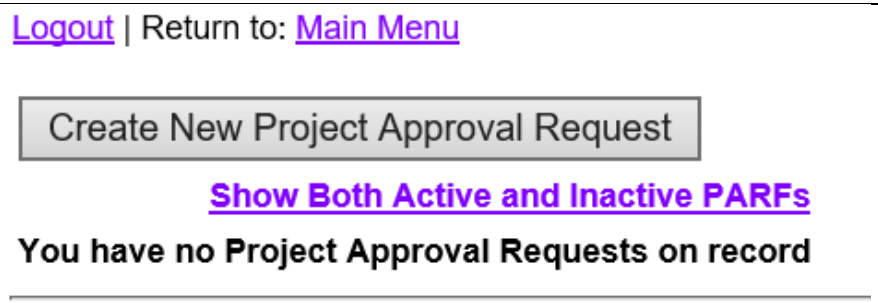
PROJECT RENEWALS		
31.	To renew Project Approval Requests click *Project Approvals*.	
32.	You will see "Renew Now" in the Renewal column for project approvals that will expire in next 30 days. Click *Renew Now.*	

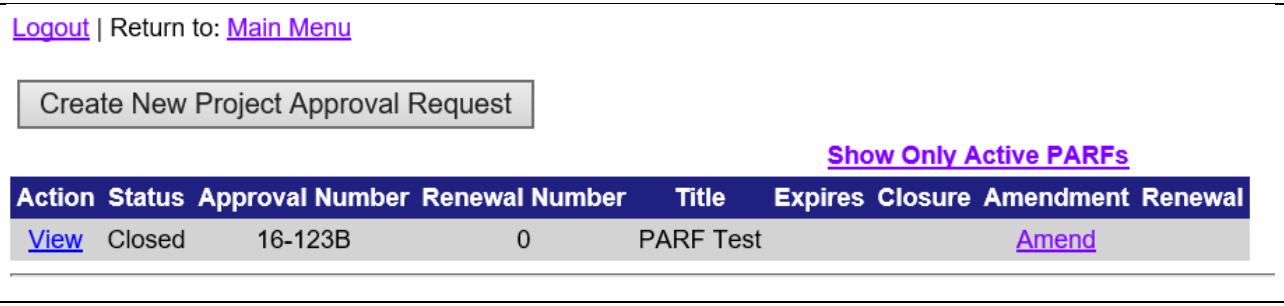
33.	You will see the following message. To Renew click yes. If you need to Close your PARF return to your Project Approval Screen.	**Renew Project Approval** Logout | Return to: Main Menu **Your approval for Database test 1 will expire on 2017-10-09** Please confirm your intentions: **Yes**, I want to renew this PARF now **No**, I do not want to renew this PARF at this time If you want to close this PARF, return to your list of approved PARFs and close this one.
34.	If you selected Yes, you will be directed to the following message. Click *List of PARF's* to return to your Project Approval list.	**Renew Project Approval: Results** Logout | Return to: Main Menu **Your previous project approval for Database test 1 was closed and a new record was generated and marked as saved in the database.** **IMPORTANT**: You need to go to your List of PARFs, edit the new record for this project (current marked with status of 'Renewing') and submit it for review. Return to Project Approvals List or Main Menu

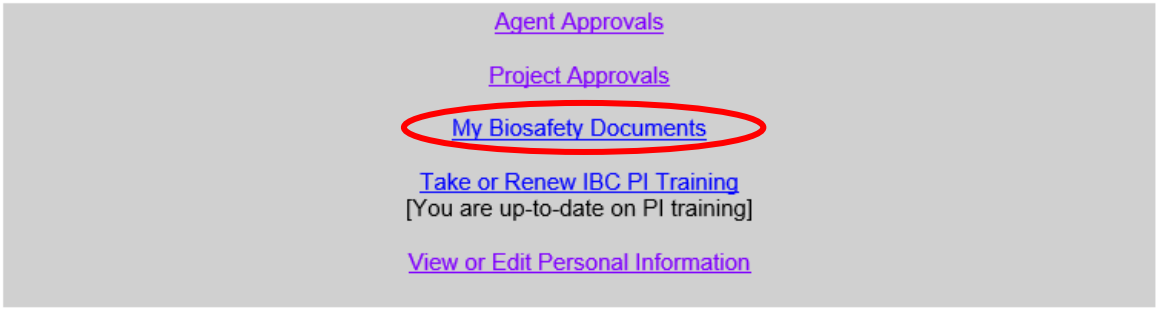
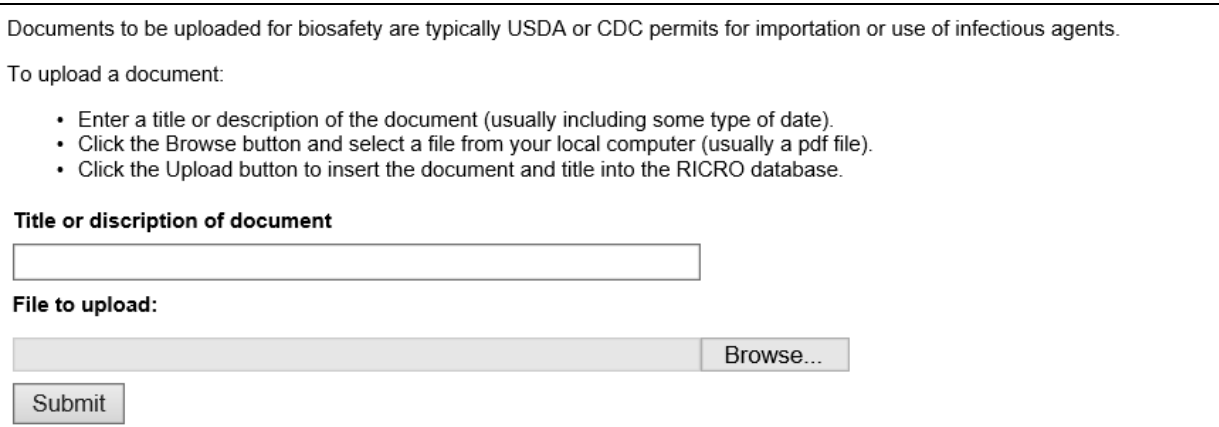
35.	Click the *Edit* link. This will bring up a copy of the current project approval. Please review this form; check for errors and make any necessary updates, such as, personnel and location.	Logout | Return to: Main Menu Create New Project Approval Request Show Both Active and Inactive PARFs **Action** **Status** **Approval Number** **Renewal Number** **Title** **Expires** **Closure** **Amendment** **Renewal** Edit Renewing 4 Database test 1 Close Amend Edit Renewing 4 Database test 1 Close Amend View Approved xx-xxx 2 Database test 1 2018-10-09 Close Amend View Approved xx-xxx 1 Test 2 2018-10-09 Close Amend
36.	After submitting your form for IBC review the status will update to *Submitted.* Once the IBC has reviewed and approved your renewal application and the status will update to *Approved*. It will also state the new Expiration Date.	Logout | Return to: Main Menu Create New Project Approval Request Show Both Active and Inactive PARFs **Action** **Status** **Approval Number** **Renewal Number** **Title** **Expires** **Closure** **Amendment** **Renewal** View Approved 4 Database test 1 2018-10-23 Close Amend View Submitted 4 Database test 1 Close Amend View Approved xx-xxx 2 Database test 1 2018-10-09 Close Amend View Approved xx-xxx 1 Test 2 2018-10-09 Close Amend

SUBMIT AN AGENT/PROJECT APPROVAL AMENDMENTS		
37.	To submit an Amendment for either an AARF or PARF select the *Amend* link of the designated Agent or Project.	
38.	You will be directed to the following screen. State the necessary changes in the text box and click *"Submit Amendment"*. An e-mail will be sent to the IBC to review and apply the changes.	

AGENT/PROJECT APPROVAL CLOSURES		
39..	To close an AARF or PARF select the *Close* link of the designated Agent or Project.	
40.	When closing a PARF the following conformation window will appear.	
41.	After selecting ***Yes*** you will be directed to the following message.	

42.	When closing an AARF the following conformation window will appear.	
43.	After selecting ***Yes*** you will be directed to the following message.	
44.	Closed AARFs and PARFs will not appear within the active screen. To view a closed AARFs or PARFs click the *Show Both Active and Inactive PARFs.*	

45.	You will see a complete list of Active and Closed AARFs or PARFs.	

UPLOADING BIOSAFETY DOCUMENTS		
46.	To upload a new biosafety document from your computer click *My Biosafety Documents*	
47.	Click *Upload New Document*.	
48.	You now have the option to upload biosafety documents such as CDC or USDA permits to the biosafety database.	

49.	You will see this screen once the document has been successfully uploaded. Click *Main Menu* to get back to the main menu.	**Upload Biosafety Document: Results** Return to: Main Menu **Success uploading document to RICRO Database**
50.	Once uploaded, you can view or print these at any time. To utilize this function click *My Biosafety Documents* from you Main Menu. You will be directed to your uploaded documents page.	Return to: Main Menu **Upload New Document** **Date Submitted** | **Document Title or Description (click to edit)** | **File name** | **File type** | **Action** 2017-10-25 | Document Test | IBC_Document_Test.pdf | application/pdf | Download