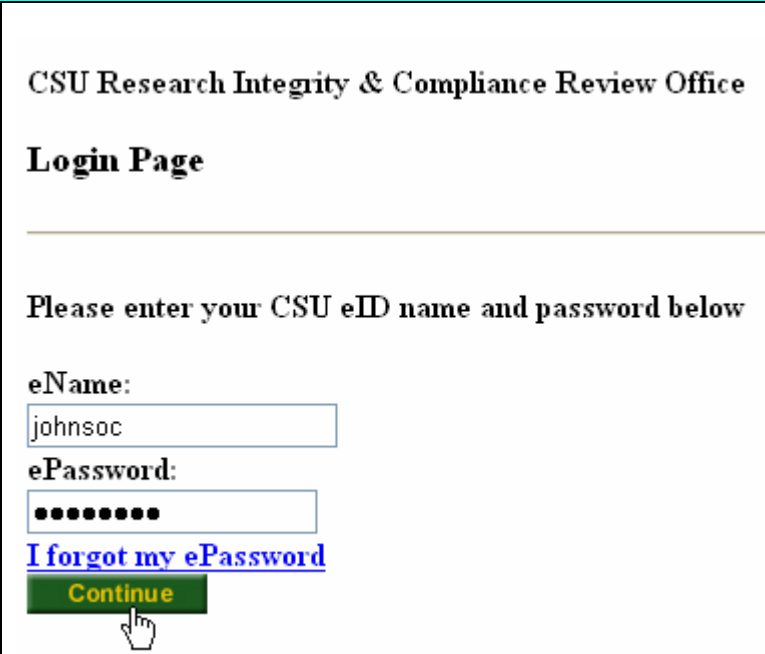
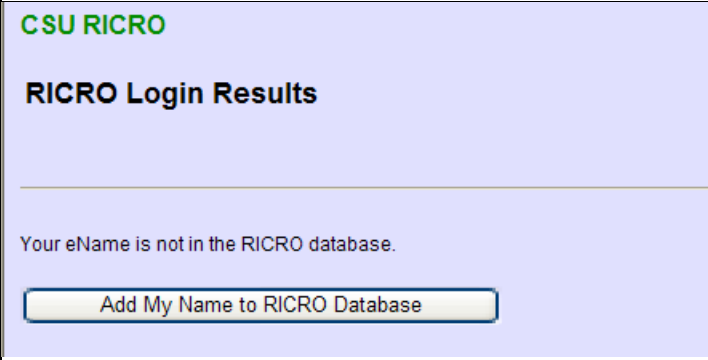


CSU IBC DATABASE INSTRUCTIONS FOR PIs

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LOGGING ON TO THE IBC DATABASE		
1.	<p>Go to the following <u>website</u>: https://protocols.research.colo.state.edu/rco/</p> <p>Logon using your CSU eID and password.</p> <p>Click <i>Continue</i></p>	
2.	<p>The first time you logon to the IBC database you will see the following message.</p> <p>Click Add My Name to RICRO Database</p>	

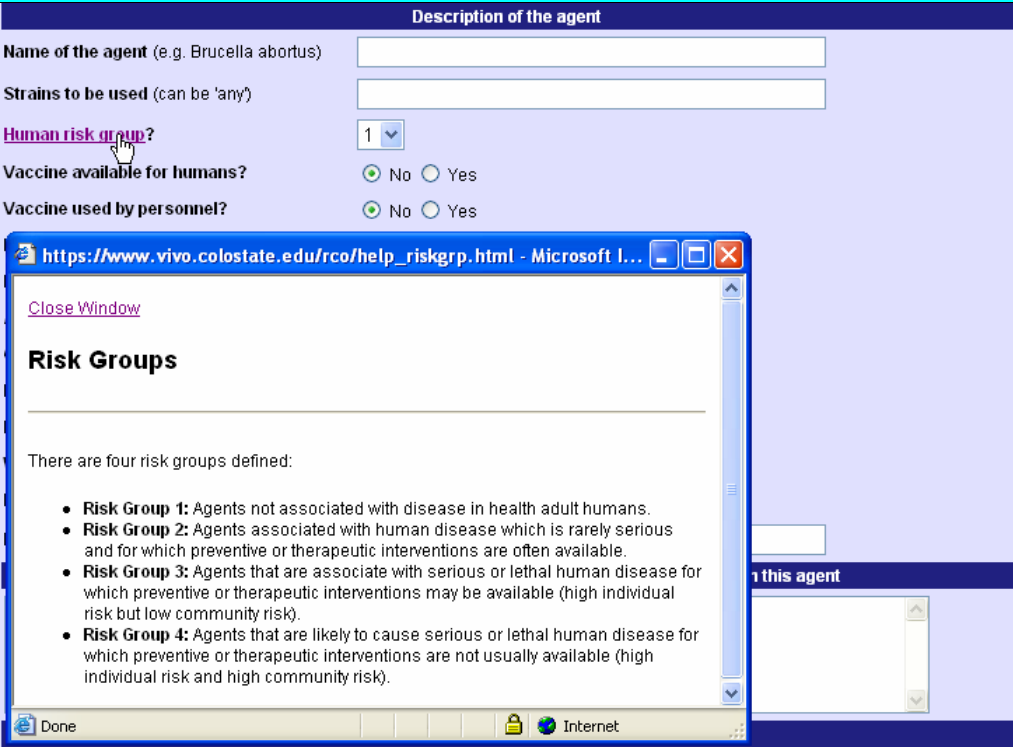
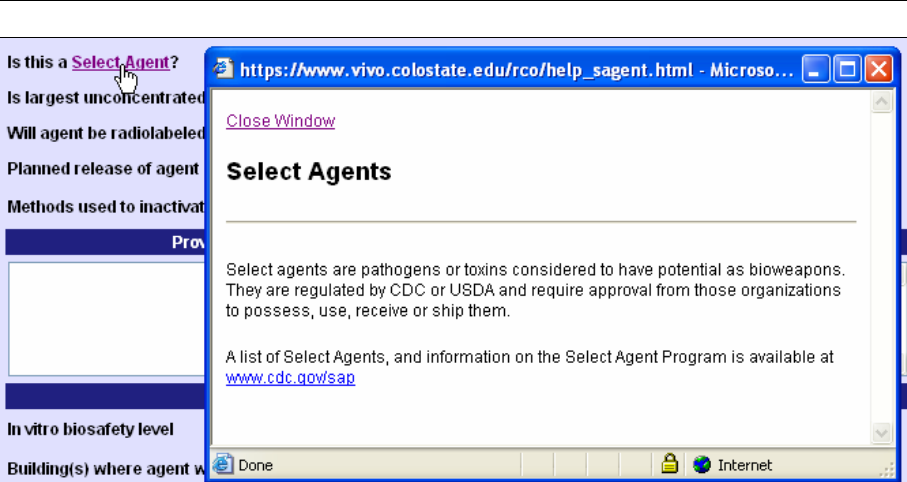
3.	<p>Fill out the requested personal information, including a brief statement describing your experience working with biohazardous materials such as; infectious agents, human samples and/or recombinant DNA.</p> <p>You may also assign a delegate here. A delegate is someone that you have authorized to 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.</p> <p>If you are a delegate for a PI, check the box next to "I am authorized..."</p> <p>Once you have finished filling out the form, click Submit</p>	<div> <div>Last name (e.g. Smith)</div> <div>Johnson</div> </div> <div> <div>First name, MI (e.g. Jane Q.)</div> <div>Christine M.</div> </div> <div> <div>Title</div> <div>Other ▼</div> </div> <div> <div>Telephone number</div> <div>491-8690</div> </div> <div> <div>Fax number</div> <div></div> </div> <div> <div>Email address</div> <div>christine.johnson@colostate.edu</div> </div> <div> <div>Department</div> <div>Not applicable ▼</div> </div> <div> <div>Building address</div> <div>2011</div> </div> <div> <div>Pls may delegate an individual to prepare and submit protocols in their name. If you are a PI in such a situation, enter the eName of your delegate below. If you will serve as a delegate for one or more Pls, check the box below.</div> </div> <div> <div>My delegate is:</div> <div></div> <div>(enter the CSU eName of the person you authorize to submit protocols under your name. Leave blank if you do not have a delegate)</div> </div> <div> <div><input type="checkbox"/></div> <div>I am authorized by one or more Pls to submit protocols in their name</div> </div> <div> <div>Experience with Infectious Agents or Other Biosafety-Related Research: Enter a brief statement to allow IBC members to evaluate your competence to utilize infectious agents in research. Please provide a brief, but substantive description of the types of agents and environment (i.e. BL2, BL3) you have experience with, and the type of training you have received. You need to fill this out if you are a PI or will be listed on any biosafety protocols.</div> <div></div> </div> <div> <div>Date of IBC PI Training</div> <div>Not applicable (not a PI)</div> </div> <div> <div>Submit</div> </div>

4.	This is the screen you will see the next time you logon to the database.	
5.	Optional: If you wish to view or edit your personal information page, click <i>View or Edit Personal Information</i> . This will take you back to the personal information page where you may make any necessary changes.	<p>Research Integrity & Compliance Review Office: Biosafety Menu</p> <p>Logout</p> <div> Agent Approvals Project Approvals My Biosafety Documents Take or Renew IBC PI Training View or Edit Personal Information </div>
SUBMITTING A NEW AGENT APPROVAL REQUEST FORM (AARF)		
6.	Click Agent Approvals link from the home screen.	<p>Logout Return to: Main Menu</p> <div>Create New Agent Approval Request</div> <p>Show Both Active and Inactive AARFs</p> <p>You have no Agent Approval Requests on record</p>
7.	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 Title Department eName of secondary contact	JJ Nelson Other Not applicable																																				
9.	Enter the eName of a secondary contact that will also be responsible for the Agent, (i.e. lab manager, administrator, etc.)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>																																					
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="2">Description of the agent</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Name of the agent (e.g. Brucella abortus)</td> <td><div style="border: 1px solid black; height: 20px;"></div></td> </tr> <tr> <td>Strains to be used (can be 'any')</td> <td><div style="border: 1px solid black; height: 20px;"></div></td> </tr> <tr> <td>Storage location(s)</td> <td><div style="border: 1px solid black; height: 20px;"></div></td> </tr> <tr> <td>Usage category?</td> <td> <input checked="" type="radio"/> Active use <input type="radio"/> Storage only </td> </tr> <tr> <td>Minimal BSL for use of this agent?</td> <td><div style="border: 1px solid black; padding: 2px;">1 ▼</div></td> </tr> <tr> <td>Human risk group?</td> <td><div style="border: 1px solid black; padding: 2px;">1 ▼</div></td> </tr> <tr> <td>Vaccine available for humans?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Vaccine used by personnel?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Pathogenic to animals including humans?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Pathogenic to plants?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Antibiotic resistant?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes <i>(mark Yes only if this species is not normally resistant)</i></td> </tr> <tr> <td>CDC or USDA permit required?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Is this a Select Agent?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Is largest unconcentrated volume > 10 L?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Will agent be radiolabeled?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Planned release of agent into environment?</td> <td><input checked="" type="radio"/> No <input type="radio"/> Yes</td> </tr> <tr> <td>Methods used to inactivate agent for disposal</td> <td><div style="border: 1px solid black; height: 20px;"></div></td> </tr> </tbody> </table>		Description of the agent		Name of the agent (e.g. Brucella abortus)	<div style="border: 1px solid black; height: 20px;"></div>	Strains to be used (can be 'any')	<div style="border: 1px solid black; height: 20px;"></div>	Storage location(s)	<div style="border: 1px solid black; height: 20px;"></div>	Usage category?	<input checked="" type="radio"/> Active use <input type="radio"/> Storage only	Minimal BSL for use of this agent?	<div style="border: 1px solid black; padding: 2px;">1 ▼</div>	Human risk group?	<div style="border: 1px solid black; padding: 2px;">1 ▼</div>	Vaccine available for humans?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Vaccine used by personnel?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Pathogenic to animals including humans?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Pathogenic to plants?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Antibiotic resistant?	<input checked="" type="radio"/> No <input type="radio"/> Yes <i>(mark Yes only if this species is not normally resistant)</i>	CDC or USDA permit required?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Is this a Select Agent?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Is largest unconcentrated volume > 10 L?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Will agent be radiolabeled?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Planned release of agent into environment?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Methods used to inactivate agent for disposal	<div style="border: 1px solid black; height: 20px;"></div>
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11.	<p>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”.</p> <p>The following message will appear.</p>	<div><h3>Edit Agent Approval Request: Results</h3><p>Logout</p><p>Your form has been saved for further editing before review</p><hr/><p>Return to Main Menu or Agent Approval List</p><hr/></div>																								
12.	<p>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.</p>	<div><p>Done! You may either submit to RCO for review or save your work and finish it later. Select your choice before clicking Continue</p><div><div><div>Submit for IBC review</div><input type="radio"/></div><div>Save for further editing</div><div><input checked="" type="radio"/></div></div><div>Continue</div></div>																								
13.	<p>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 <i>Edit</i>.</p>	<div><p>Logout Return to: Main Menu</p><div>Create New Agent Approval Request</div><p>Show Both Active and Inactive AARFs</p><table><thead><tr><th>Action</th><th>Status</th><th>Approved PARFs</th><th>Agent</th><th>Strains</th><th>Usage</th><th>Closure</th><th>Amendment</th></tr></thead><tbody><tr><td>View</td><td>Submitted</td><td>none</td><td>AARF Test</td><td>Any</td><td>Active</td><td>Close</td><td>Amend</td></tr><tr><td>Edit</td><td>Saved</td><td>none</td><td>AARF Test II</td><td>Any</td><td>Active</td><td>Close</td><td>Amend</td></tr></tbody></table></div>	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
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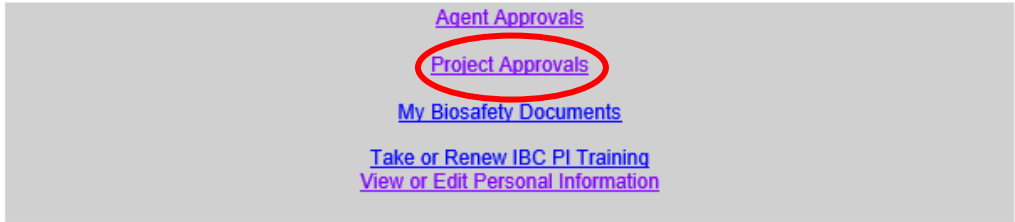

AGENT APPROVAL FORM HELP WINDOWS

15.	<p>There are “help” windows within the form. If you are unsure of what Human Risk Group your agent falls into, please click <i>Human risk group</i> 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.</p>	 <p>The screenshot shows the 'Description of the agent' form with fields for 'Name of the agent', 'Strains to be used', 'Human risk group?' (a dropdown menu with '1' selected), 'Vaccine available for humans?' (radio buttons for 'No' and 'Yes'), and 'Vaccine used by personnel?' (radio buttons for 'No' and 'Yes'). Overlaid on this is a browser window titled 'https://www.vivo.colostate.edu/rco/help_riskgrp.html - Microsoft I...'. The browser window displays the 'Risk Groups' page, which includes a 'Close Window' link and a list of four risk groups defined:</p> <ul style="list-style-type: none"> • Risk Group 1: Agents not associated with disease in health adult humans. • Risk Group 2: Agents associated with human disease which is rarely serious and for which preventive or therapeutic interventions are often available. • Risk Group 3: Agents that are associate with serious or lethal human disease for which preventive or therapeutic interventions may be available (high individual risk but low community risk). • Risk Group 4: Agents that are likely to cause serious or lethal human disease for which preventive or therapeutic interventions are not usually available (high individual risk and high community risk).
16.	<p>If you are uncertain if your agent is a “Select Agent”, click <i>Select Agent</i> to bring up the Select Agent window. Here you can link to the CDC Select Agent list.</p>	 <p>The screenshot shows a browser window titled 'https://www.vivo.colostate.edu/rco/help_sagent.html - Microso...'. The browser window displays the 'Select Agents' page, which includes a 'Close Window' link and text explaining that select agents are pathogens or toxins considered to have potential as bioweapons, regulated by CDC or USDA, and require approval. It also provides a link to the CDC Select Agent list at www.cdc.gov/sap.</p>

PRINTING A AGENT APPROVAL NOTICE

17.	To print a agent approval notice, open your agent list by clicking <i>Agent Approvals</i> .	<div>Research Integrity & Compliance Review Office: Biosafety Menu</div> <div>Logout</div> <div><div>Agent Approvals</div><div>Project Approvals</div><div>My Biosafety Documents</div><div>Take or Renew IBC PI Training</div><div>View or Edit Personal Information</div></div>																								
18.	For the agent approval you wish to print, click <i>Approved</i> under the Status column.	<div>Logout Return to: Main Menu</div> <div>Create New Agent Approval Request</div> <div>Show Both Active and Inactive AARFs</div> <table><thead><tr><th>Action</th><th>Status</th><th>Approved PARFs</th><th>Agent</th><th>Strains</th><th>Usage</th><th>Closure</th><th>Amendment</th></tr></thead><tbody><tr><td>View</td><td>Approved</td><td>none</td><td>AARF Test</td><td>Any</td><td>Active</td><td>Close</td><td>Amend</td></tr><tr><td>Edit</td><td>Saved</td><td>none</td><td>AARF Test II</td><td>Any</td><td>Active</td><td>Close</td><td>Amend</td></tr></tbody></table>	Action	Status	Approved PARFs	Agent	Strains	Usage	Closure	Amendment	View	Approved	none	AARF Test	Any	Active	Close	Amend	Edit	Saved	none	AARF Test II	Any	Active	Close	Amend
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19.	<p>This will bring up the Agent Approval Notice. You may print this notice by selecting the print option in your web browser.</p> <p>If you need a signed copy of your approval, contact the RICRO and one will be provided for you.</p>	<div><div><p>Agent Approval Notice Institutional Biosafety Committee Date: 2007-8-8</p></div><div><p>Research Integrity & Compliance Review Office Office of Vice President for Research 321 General Services Building 2011 Campus Delivery Fort Collins, Colorado 80523-2911 TEL: (970)491-1553 FAX: (970)491-3293 http://micro.research.colostate.edu</p></div></div> <table><tr><td>Investigator</td><td>Christine M. Johnson</td></tr><tr><td>Department</td><td>Not applicable</td></tr><tr><td>Approval date</td><td>2007-07-05</td></tr><tr><td>Expiration date</td><td>2008-07-04</td></tr><tr><td>Agent</td><td>Database test</td></tr><tr><td>Strains</td><td>test 2</td></tr><tr><td>Biosafety Level for In Vitro Use</td><td>Not Applicable</td></tr><tr><td>Biosafety Level for In Vivo Use</td><td>Not Applicable</td></tr></table> <div><p>_____ Biosafety Officer/IBC Chair and date of signature</p><p>Christine Johnson IBC Coordinator Christine.Johnson@research.colostate.edu</p></div>	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
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Biosafety Level for In Vitro Use	Not Applicable																	
Biosafety Level for In Vivo Use	Not Applicable																	
20.	<p>Note:</p>	<p>Having an Agent Approval (AARF) only allows you to have the agent in your possession. You must also obtain a Project Approval (PARF) prior to using the agent.</p> <p>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.)</p>																

SUBMITTING A NEW PROJECT APPROVAL REQUEST FORM (PARF)		
21.	To submit a new Project Approval Request Form click <i>Project Approvals</i> .	<p>Research Integrity & Compliance Review Office: Biosafety Menu</p> <p>Logout</p>  <p>Agent Approvals Project Approvals My Biosafety Documents Take or Renew IBC PI Training View or Edit Personal Information</p>
22.	Then click <i>Create New Project Approval Request</i>	<p>Logout Return to: Main Menu</p>  <p>Show Only Active PARFs</p>
23.	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.	<p>PI JJ Nelson Title Other Department Not applicable Enter the eNames of up to 3 other individuals that will handle or use the agents on this project <i>(DO NOT enter PI's eName here)</i></p> <p>eName of research participant <input type="text"/> eName of research participant <input type="text"/> eName of research participant <input type="text"/></p>
24.	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.	When filling out the PPE section for PARFs that use multiple agents, select the HIGHEST BSL that will be used.	<p>Highest in vitro biosafety level 0 <small>Set as '0' if agent will NOT be used in vitro</small></p> <p>Building(s) where agent will be used <input type="text"/></p> <p>Rooms where agent will be used (or TBA) <input type="text"/></p> <p>Which of the following types of PPE will be used in any phase of the work with this agent in vitro?</p> <p>Disposable Gloves? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Lab Coat? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Facility scrubs? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Back-closing gown? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Tyvec coveralls? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Facility socks and shoes/clogs? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Boots? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Safety glasses or goggles? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Face shield? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>N95 mask? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>PAPR? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Other PPE? <input type="text"/></p>
26.	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.	<p>Done! You may either submit to RCO for review or save your work and finish it later. Select your choice before clicking Continue</p> <p>Submit for IBC review <input type="radio"/> Continue</p> <p>Save for further editing <input checked="" type="radio"/></p>

PRINTING A PROJECT APPROVAL NOTICE

28.	To print a project approval notice, open your project list by clicking <i>Project Approvals</i> .	<p>Research Integrity & Compliance Review Office: Biosafety Menu</p> <p>Logout</p> <div><p>Agent Approvals</p><p>Project Approvals</p><p>My Biosafety Documents</p><p>Take or Renew IBC PI Training</p><p>View or Edit Personal Information</p></div>																						
29.	For the project you wish to print, click <i>Approved</i> under the Status column.	<p>Logout Return to: Main Menu</p> <div>Create New Project Approval Request</div> <p>Show Both Active and Inactive PARFs</p> <table><tr><th>Action</th><th>Status</th><th>Approval Number</th><th>Renewal Number</th><th>Title</th><th>Expires</th><th>Closure</th><th>Amendment</th><th>Renewal</th></tr><tr><td>View</td><td>Approved</td><td>16-123B</td><td>0</td><td>PARF Test</td><td>2018-10-23</td><td>Close</td><td>Amend</td><td></td></tr></table>	Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal	View	Approved	16-123B	0	PARF Test	2018-10-23	Close	Amend					
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30.	<p>This will bring up the Project Approval Notice. You may print this notice by selecting the print option in your web browser.</p> <p>If you need a signed copy of your approval, contact the RICRO and one will be provided for you.</p>	<div><div><p>Project Approval Notice</p><p>Institutional Biosafety Committee</p><p>Date: 2007-8-6</p></div><div><p>Colorado State University</p><p>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)491-2291 http://ricro.research.colostate.edu</p></div></div> <table><tr><td>Investigator</td><td>Christine M. Johnson</td></tr><tr><td>Department</td><td>Not applicable</td></tr><tr><td>Approval date</td><td>2007-01-19</td></tr><tr><td>Expiration date</td><td>2008-01-19</td></tr><tr><td>Project Title</td><td>Database test 1</td></tr><tr><td>Protocol Number</td><td>00-000</td></tr><tr><td>Sponsor</td><td></td></tr><tr><td>Human Body Fluid or Tissue</td><td>No</td></tr><tr><td>Regulated Toxins</td><td>No</td></tr><tr><td>Non-Exempt cDNA</td><td>No</td></tr><tr><td>Infectious Agents</td><td>None</td></tr></table> <div><p>Biosafety Officer/IBC Chair and date of signature</p><p>Christine Johnson</p></div>	Investigator	Christine M. Johnson	Department	Not applicable	Approval date	2007-01-19	Expiration date	2008-01-19	Project Title	Database test 1	Protocol Number	00-000	Sponsor		Human Body Fluid or Tissue	No	Regulated Toxins	No	Non-Exempt cDNA	No	Infectious Agents	None
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Infectious Agents	None																							

PROJECT RENEWALS

31.	To renew Project Approval Requests click <i>Project Approvals</i> .	<div>Research Integrity & Compliance Review Office: Biosafety Menu</div> <div>Logout</div> <div><div><div>Agent Approvals</div><div>Project Approvals</div><div>My Biosafety Documents</div><div>Take or Renew IBC PI Training</div><div>View or Edit Personal Information</div></div></div>																																				
32.	You will see “Renew Now” in the Renewal column for project approvals that will expire in next 30 days. Click <i>Renew Now</i> .	<div>Logout Return to: Main Menu</div> <div>Create New Project Approval Request</div> <div>Show Both Active and Inactive PARFs</div> <table><tr><th>Action</th><th>Status</th><th>Approval Number</th><th>Renewal Number</th><th>Title</th><th>Expires</th><th>Closure</th><th>Amendment</th><th>Renewal</th></tr><tr><td>View</td><td>Approved</td><td></td><td>3</td><td>Database test 1</td><td>2017-10-09</td><td>Close</td><td>Amend</td><td>Renew Now</td></tr><tr><td>View</td><td>Approved</td><td>xx-xxx</td><td>2</td><td>Database test 1</td><td>2018-10-09</td><td>Close</td><td>Amend</td><td></td></tr><tr><td>View</td><td>Approved</td><td>xx-xxx</td><td>1</td><td>Test 2</td><td>2018-10-09</td><td>Close</td><td>Amend</td><td></td></tr></table>	Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal	View	Approved		3	Database test 1	2017-10-09	Close	Amend	Renew Now	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	
Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal																														
View	Approved		3	Database test 1	2017-10-09	Close	Amend	Renew Now																														
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																															

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

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 <i>Amend</i> link of the designated Agent or Project.	<table><tr><th>Action</th><th>Status</th><th>Approval Number</th><th>Renewal Number</th><th>Title</th><th>Expires</th><th>Closure</th><th>Amendment</th></tr><tr><td>View</td><td>Approved</td><td>16-123B</td><td>0</td><td>PARF Test</td><td>2018-11-07</td><td>Close</td><td>Amend</td></tr></table> <div>OR</div> <table><tr><th>Action</th><th>Status</th><th>Approved PARFs</th><th>Agent</th><th>Strains</th><th>Usage</th><th>Closure</th><th>Amendment</th></tr><tr><td>View</td><td>Approved</td><td>16-123B</td><td>AARF Test</td><td>Any</td><td>Active</td><td>Close</td><td>Amend</td></tr></table>								Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	View	Approved	16-123B	0	PARF Test	2018-11-07	Close	Amend	Action	Status	Approved PARFs	Agent	Strains	Usage	Closure	Amendment	View	Approved	16-123B	AARF Test	Any	Active	Close	Amend
Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment																																		
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Action	Status	Approved PARFs	Agent	Strains	Usage	Closure	Amendment																																		
View	Approved	16-123B	AARF Test	Any	Active	Close	Amend																																		
38.	<p>You will be directed to the following screen. State the necessary changes in the text box and click “<i>Submit Amendment</i>”.</p> <p>An e-mail will be sent to the IBC to review and apply the changes.</p>	<div>Logout Return to: Main Menu</div> <div></div> <div>Please describe the changes you wish to make for this Project Approval</div> <div><div></div></div> <div>Submit Amendment</div>																																							

AGENT/PROJECT APPROVAL CLOSURES

39..

To close an AARF or PARF select the *Close* link of the designated Agent or Project.

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
View	Submitted	16-123B	0	PARF Test		Close	Amend

40.

When closing a PARF the following conformation window will appear.

Please confirm that you want to close the agent approval for **PARF Test**

[Yes](#), I want to close this PARF

[NO](#), I do not want to close this PARF

41.

After selecting **Yes** you will be directed to the following message.

Close Project Approval

Logout

 | Return to: [Main Menu](#)

Your agent approval for use of **PARF Test** has been closed

Please assure that all work on this project has terminated.

Return to [Project Approvals List](#) or [Main Menu](#)

42.	When closing an AARF the following conformation window will appear.	<p>Logout Return to: Main Menu</p> <p>Please confirm that you want to close the agent approval for <u>AARF Test</u></p> <p>Yes, I want to close this AARF</p> <p>NO, I <u>do not</u> want to close this AARF</p>
43.	After selecting Yes you will be directed to the following message.	<p>Your agent approval for use of AARF Test has been closed</p> <p>Please assure that all work with this agent has terminated and the agent is no longer in your possession.</p> <hr/> <p>Return to Agent Approvals List or Main Menu</p>
44.	Closed AARFs and PARFs will not appear within the active screen. To view a closed AARFs or PARFs click the <i>Show Both Active and Inactive PARFs</i> .	<p>Logout Return to: Main Menu</p> <div>Create New Project Approval Request</div> <p>Show Both Active and Inactive PARFs</p> <p>You have no Project Approval Requests on record</p> <hr/>

45.

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

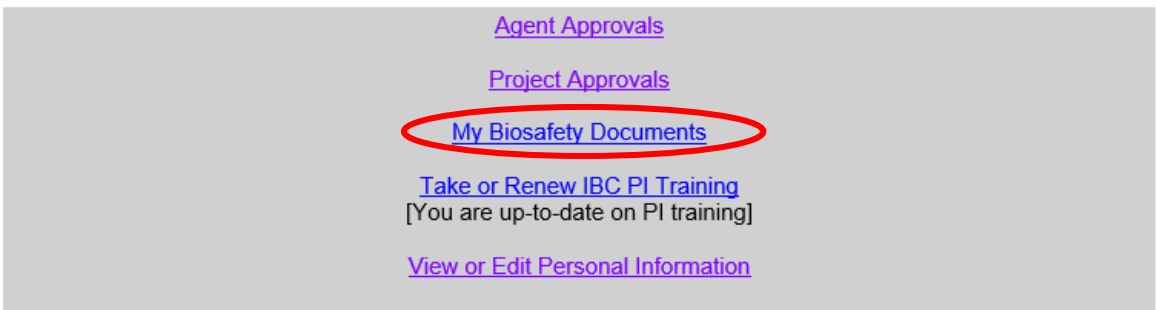

Logout

Return to: Main Menu

Create New Project Approval Request

Show Only Active PARFs

Action	Status	Approval Number	Renewal Number	Title	Expires	Closure	Amendment	Renewal
View	Closed	16-123B	0	PARF Test			Amend	

UPLOADING BIOSAFETY DOCUMENTS		
46.	To upload a new biosafety document from your computer click <i>My Biosafety Documents</i>	 <p> Agent Approvals Project Approvals My Biosafety Documents Take or Renew IBC PI Training [You are up-to-date on PI training] View or Edit Personal Information </p>
47.	Click <i>Upload New Document</i> .	<p>Return to: Main Menu</p> 
48.	You now have the option to upload biosafety documents such as CDC or USDA permits to the biosafety database.	<p>Documents to be uploaded for biosafety are typically USDA or CDC permits for importation or use of infectious agents.</p> <p>To upload a document:</p> <ul style="list-style-type: none"> • Enter a title or description of the document (usually including some type of date). • Click the Browse button and select a file from your local computer (usually a pdf file). • Click the Upload button to insert the document and title into the RICRO database. <p>Title or discription of document</p> <input type="text"/> <p>File to upload:</p> <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Submit"/>

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