



Northwestern University eIBC Researcher's Guide

eibc.northwestern.edu


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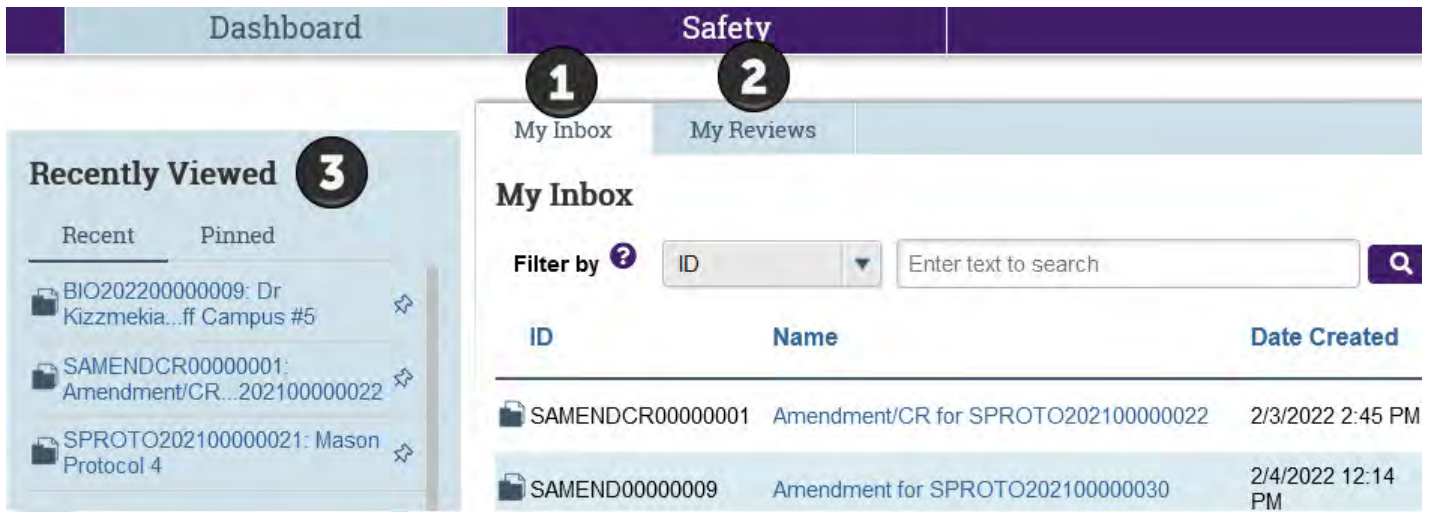
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Navigation and Basic Tasks

View the Dashboard

When you first log in to eIBC, you will be on the Dashboard. From the Dashboard you will see:

1. **My Inbox:** Items that require you to take action.
2. **My Reviews:** Items assigned to you to review. These are a subset of the items in My Inbox.
3. **Recently Viewed:**
 - Recent: The last several items you viewed. Scroll to view more items.
 - Pinned: Pin items in the Recently Viewed list for quick access by selecting the pin icon. 
4. **Personalize Table:** You can change the items shown in the table by selecting the gear icon and deselecting the check box for displayed fields.



The screenshot shows the eIBC dashboard with a navigation bar at the top containing 'Dashboard' and 'Safety'. Below the navigation bar, there are two main sections: 'Recently Viewed' on the left and 'My Inbox' on the right. The 'Recently Viewed' section has a 'Recent' tab and a 'Pinned' tab. The 'My Inbox' section has a 'Filter by' dropdown set to 'ID' and a search input field. A table of items is displayed below the search field. A 'My Reviews' tab is also visible above the 'My Inbox' section.



This close-up shows the 'Personalize Table' feature. It includes a gear icon for settings and a table with two columns: 'Investigator Last Name' and 'Investigator First Name'. The table contains two rows of data.

Investigator Last Name	Investigator First Name
Mason	Cindi
Mason	Cindi

Identify what action is needed

Review the state of submissions in My Inbox. The state gives a clue as to what to do next. For example, the Pre-Submission state means the protocol needs to be finished and submitted.

My Inbox		My Reviews	
My Inbox			
Filter by ?	ID	Enter text to search	+ Add Filter X Clear All
ID	Name	Date Created	Date Modified
			State
SPROTO20220000010	Mason Lab Protocol	1/20/2022 1:19 PM	2/15/2022 7:21 PM
SAMEND00000001	Amendment for SPROTO20210000013	1/24/2022 10:33 AM	1/24/2022 10:40 AM
			Clarification Requested
			Pre-Submission

Open a submission

To open a submission, select the name in either My Inbox or Recently Viewed. This will open the submission workspace.

Create		My Inbox		My Reviews	
Recently Viewed					
Recent	Pinned				
SPROTO20210000017: Mason Protocol 2					
SPROTO20220000010: Mason Lab Protocol					
		My Inbox			
Filter by ?		ID	Enter text to search		
		ID	Name	Date Created	
		SPROTO20220000010	Mason Lab Protocol	1/20/2022 1:19 PM	
		SAMEND00000001	Amendment for SPROTO20210000013	1/24/2022 10:33 AM	

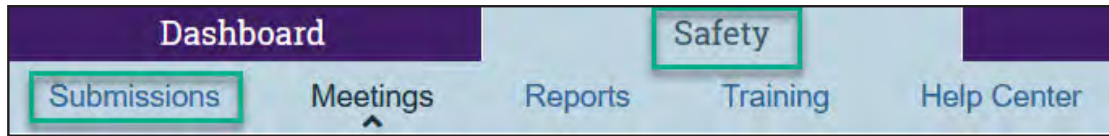
View submission history

From the submission workspace, select the History tab. History lists all activity on a submission, including any comments, attachments or correspondence.

History	Documents	Reviews	Reviewer Notes	Contacts
Filter by ? Activity				
Enter text to search				
Activity				
←	Clarification Requested by Committee			
required clarifications				
→	Response Submitted			
←	Clarification Requested by Specialist			
→	Response Submitted			

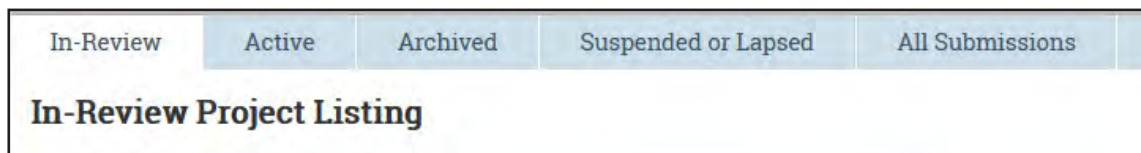
Find previous submissions

Select Safety on the top menu. Select the Submissions tab to view your submissions.



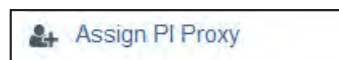
Select the the appropriate tab to view your submissions by state:

- **In-Review:** All submissions undergoing committee review
- **Active:** All approved submissions
- **Archived:** All discarded and closed submissions
- **Suspended or Lapsed:** All submissions that have been suspended or are past the continuing review or De Novo date
- **All Submissions**

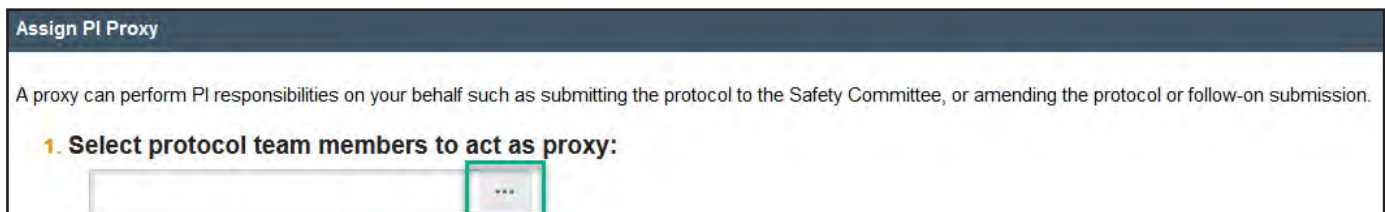


Assign a PI Proxy

You can assign any protocol team member to act as a proxy. A proxy can perform PI responsibilities on your behalf, such as submitting or amending the protocol. With your submission open, select the Assign PI Proxy button from the left menu. By default the Safety Designate from your lab in Lumen is assigned as your PI Proxy.



Select one or more protocol team members from the drop-down menu and then select OK.

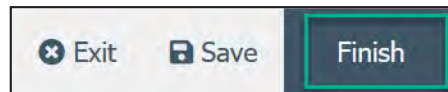


Complete and Submit a Protocol

Complete a protocol

When you complete your protocol, you will enter information on a series of pages. Required information is marked with an asterisk. Complete each page, then select Continue.

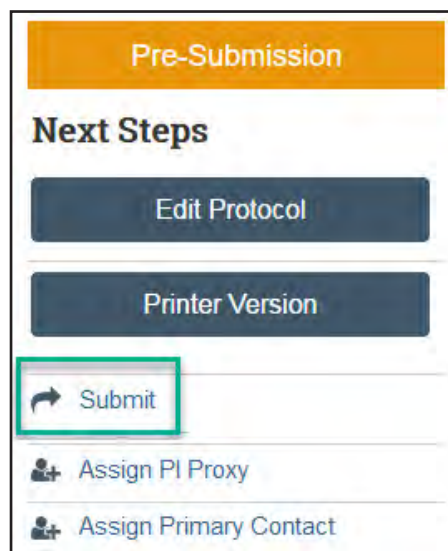
When you have completed the last page, select Finish. You can still edit the protocol after finishing, up until you submit it for review.



If you have any questions about how to complete a submission, contact IBC staff at ibc@northwestern.edu.

Submit a protocol

When you have completed your protocol, select Submit in the left menu. The system will automatically check for missing information. These items must be addressed before the protocol may be submitted.



Read the statement and select the check box to agree, then select OK.

If you have finished filling out your application, click "OK". Afterwards you will no longer be able to edit the application. You will receive email when each approval is granted or refused, and again when all the required approvals are received.

*If you are not ready to submit your application, click **Cancel**.*

*** I agree with the above statement:**

1. Comments:

2. Supporting documents:

Document	Date Modified
There are no items to display	

Once the Committee has approved the protocol, the PI will need to complete the Investigator's Approval Attestation before the approval letter can be sent. The PI will receive an email (Notification of Modifications Requested) with the link to this attestation.

Submit PI Attestation

Investigator's Approval Attestation

Your Biological Registration has been approved by the Institutional Biosafety Committee. In order to receive a formal Approval Letter, please review the Biohazards and statement of Recombinant or Synthetic Nucleic Acids Usage below. This information has been documented in your Biological Registration; please review it for accuracy. If you wish to obtain approval for additional biohazards or recombinant or synthetic nucleic acids research, you must submit an amendment and it must be approved by the IBC.

If you have finished filling out your application, click "OK". Afterwards you will no longer be able to edit the application.

*If you are not ready to submit your attestation, click **Cancel**.*


*** I agree with the above statement**

Biohazards

Summary of each agent, toxin, or microorganism that will be used in this protocol:

Agent	BSL	Type	Select Agent	Supplier	Recombinant	Used in Animals	Used in Humans
MT-3	BSL-2	Cell Line	no	sigma	no	no	no
Other-Tissue	BSL-2	Tissue	no	unknown	no	no	no
Lentivirus	BSL-2	Viral Vector		sigma	no	no	no

Recombinant or Synthetic Nucleic Acids Usage

*** Research with recombinant or synthetic nucleic acids involve the use of:** 

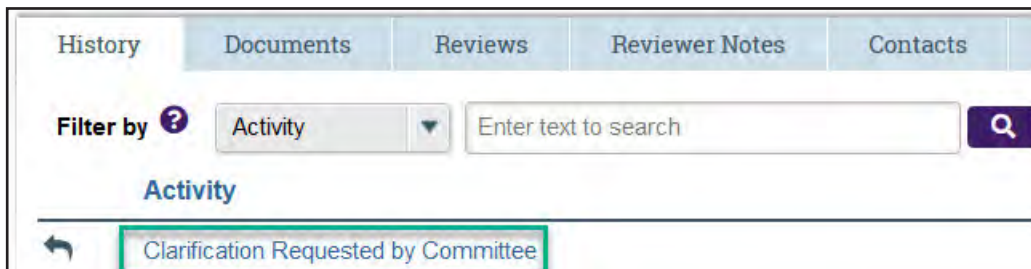
- yes Section III-D Experiments that Require Institutional Biosafety Committee Approval Before Initiation
- no Section III-D-1 Experiments Using Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents as Host-Vector Systems
- no Section III-D-3 Experiments Involving the Use of Infectious DNA or RNA Viruses or Defective DNA or RNA Viruses in the Presence of Helper Virus in Tissue Culture Systems

Respond to a Clarification Request

When a reviewer has questions or requests changes to your submission, you will receive an email (Notification of Requested Clarifications).

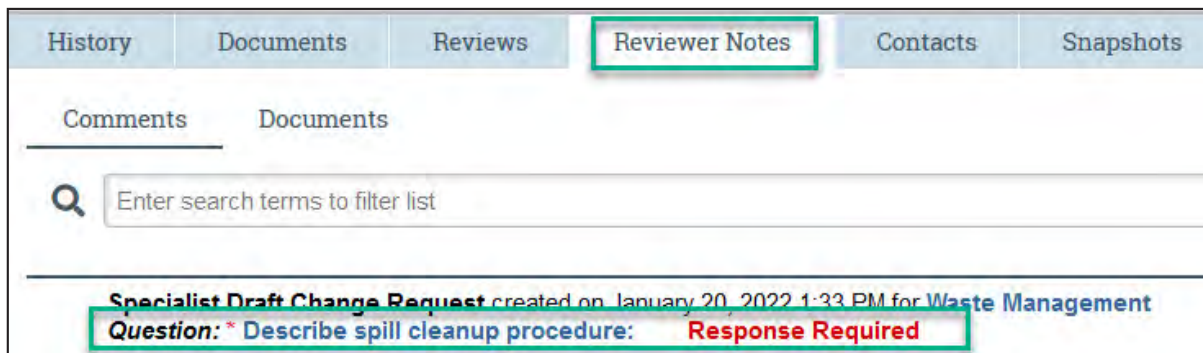
Review clarification request details

Open the submission using the link in the email or by selecting the name of the submission in your My Inbox. From the History tab, select the Clarification Requested activity to read the comments.

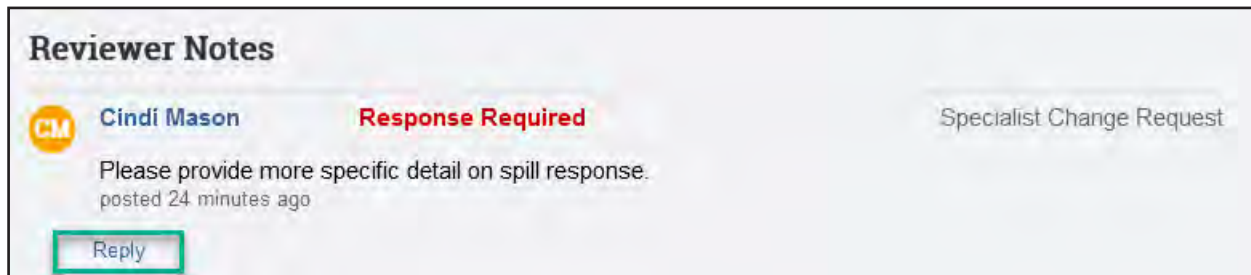


Respond to reviewer notes

The reviewer may request specific changes, ask for additional information or add a reviewer note. To view reviewer notes, go to the Reviewer Notes tab and select the Question text.



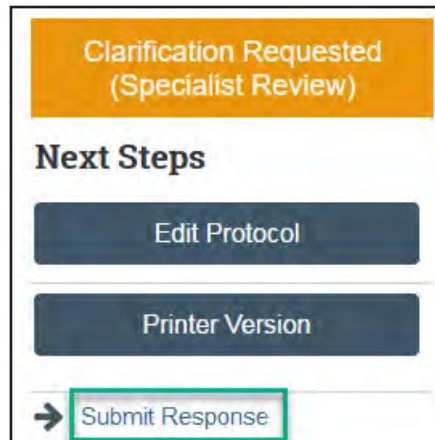
This takes you to the location in the submission where the note was added. Select the note icon to read the reviewer note. If the reviewer marked the note "Response Required", you must respond to the note before the protocol can move forward in the workflow. Select Reply to respond to the reviewer note.



Enter your reply, attach files if needed and select OK. Close the reviewer note and repeat this process for each reviewer note.

Submit the clarification request response

Once you have made the changes specified in the clarification request and responded to any reviewer notes, you must select Finish on the Supporting Documents page. Then select Submit Response.



Enter comments for the reviewer, attach supporting documents if necessary, then select OK.

View the Change Log

View changes to your submission on the Change Log. The Change Log only shows changes made after the submission has entered the Pre-Review state.

Select your submission from My Inbox to open it. Then select the Change Log tab. You can select any item in the Activity column to read details.

Contacts	Snapshots	Training	Follow-on Submissions	Related Projects	Change Log
Original Value	New Value	User	Date of Change		
Spill cleanup more detail added.	Spill cleanup more detail added. ADDING MORE SPILL CLEANUP DETAILS	Cindi Mason	2/15/2022		
Spill cleanup	Spill cleanup more detail added.	Cindi Mason	1/20/2022		

Determinations

Following submission and review of your protocol, you will receive a determination from the IBC.

- **Approved:** Your submission is approved by the IBC. The PI will receive the formal approval letter once they complete the Investigator's Approval Attestation (see p. 7). If your submission is completely exempt from NIH Guidelines, it may receive Administrative Approval. This means that an administrator from the IBC will review and approve your protocol without the need to go to the full IBC.
- **Modifications Required:** Your submission requires minor changes. Once these corrections are made, the submission may be approved without having to go back to the full IBC.
- **Deferred:** Your submission requires significant changes. You are required to make these changes and resubmit your protocol for review.

Create and Submit a Follow-on Submission (Amendment, Continuing Review, or De Novo)

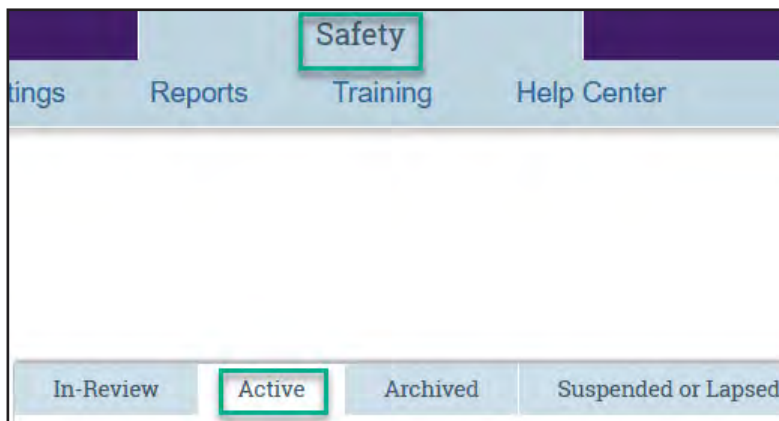
If you need to make changes to an approved protocol, you can create the following submissions:

- **Amendment:** Created to submit a change to an approved protocol.
- **Continuing Review (CR):** Created to request an extension of the approval period for your protocol without making changes.
- **Amendment/CR:** Created to request changes to an approved protocol *and* an extension of the approval period.
- **De Novo Submission:** Created as a copy of the parent protocol. It is part of the de novo review process, which is a five year approval period. After the approval period, the protocol is started over again. You can create and submit a de novo submission as long as there are no active follow-on submissions. Once the de novo submission is approved, the parent protocol moves to closed and the de novo submission becomes the active protocol.

Please note that only one follow-on submission is allowed at a time.

Create an amendment/continuing review submission

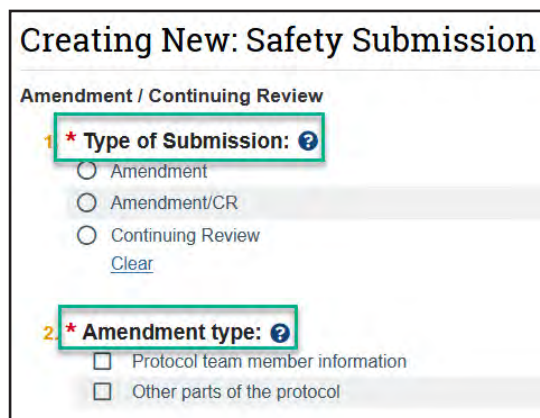
From the top Safety menu, select the Active tab and open your submission.



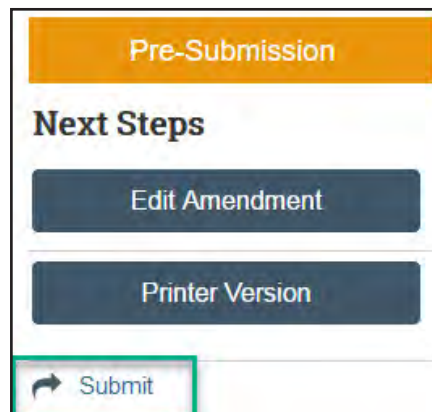
In the left menu select Create Amendment/CR.



Select type of submission: Amendment, Amendment/CR or Continuing Review. If your submission is an Amendment or Amendment/CR, select the type of amendment. Complete the safety form and select Finish.

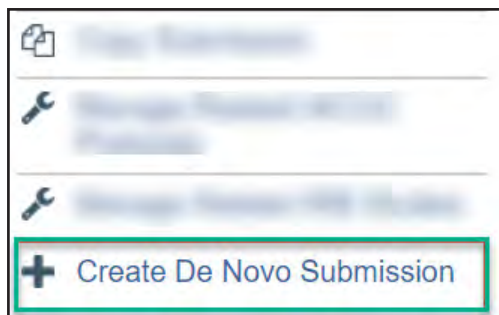


Complete the smart form and select Finish. You can continue to edit the submission up until you submit it for review. Finally, select Submit. Read the statement and select the check box to agree. Then select OK to submit.



Create a de novo review

In the left menu select Create De Novo Submission. De novo submissions are only needed once every five years from the approval date of the original submission. You will only be able to create a de novo within 120 days of the main submission expiration date.



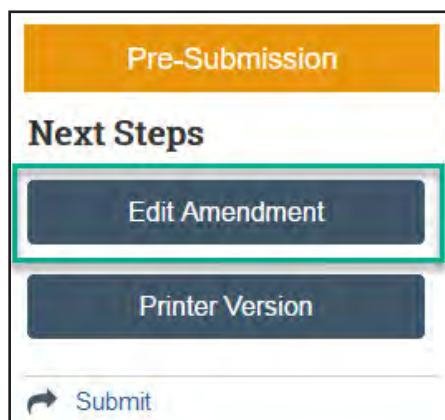
Read the statement and select Yes, then select OK.

On the History tab, select the De Novo Submission you just created to navigate to the submission workspace. Edit the submission as needed and Submit when complete.

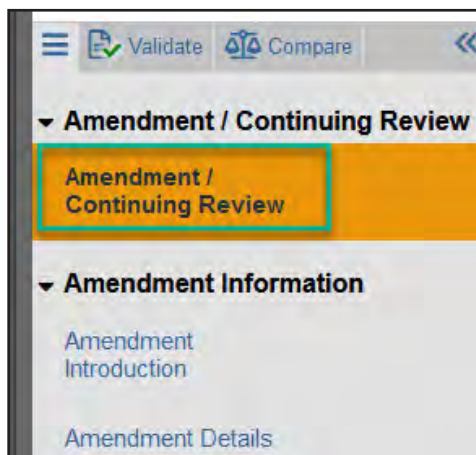
Convert an Amendment or Continuing Review

You can convert an amendment or continuing review to another type up until you submit it.

From My Inbox open the submission. In the left menu select Edit.



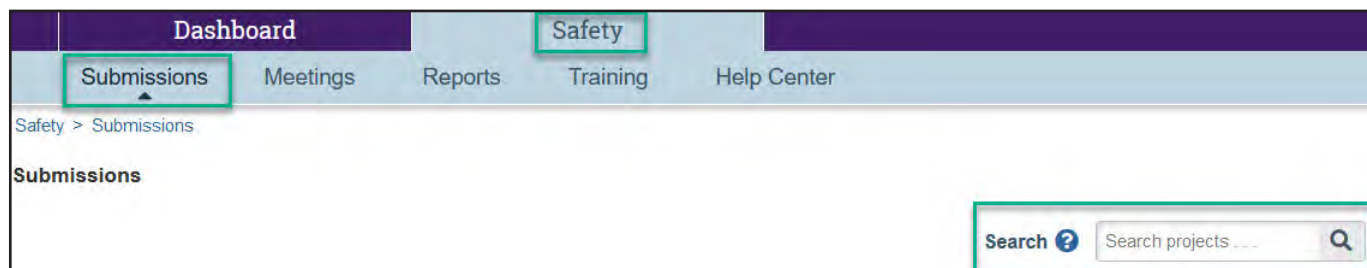
In the left menu select Amendment/Continuing Review.



Change the submission type and Save. You can continue to edit the protocol until you Submit.

Search eIBC

You can search eIBC to locate project data, documents or other content. The search feature is available on the Safety Submissions tab. Search results appear in a secondary window and display only those items you have permission to view.



After your initial search, you can refine results using the following filter options:

- **Projects:** Day-to-day items you use to manage your research, such as funding proposals, studies, protocols, agreements and disclosures. You can search for a project using project properties such as name, ID and description.
- **Documents:** Third-party files uploaded outside the context of a project. A document search includes metadata such as name and description as well as contents of the document. You can select the provided link to open the document.

Select the question mark near the search box for additional search suggestions.

