HOW-TO: Create an IBC Protocol Amendment

An IBC Protocol Amendment is required if there are changes to your currently approved IBC protocol, in order to remain in compliance with UK Administrative Regulations (UK AR 6.9, subsection IV A) and/or the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules. Changes and/or modifications that must be reported include (but are not limited to):

• Lab Locations
• Lab Personnel
• Biological Agents or Materials
• Procedural Changes
• Genetic Constructs

Login to a-tune (https://uky.a-tune.com/tickatlab/default.aspx) using your UK linkblue account. Select "IBC".

Under "Files", select your IBC Protocol you want to amend from the list.

	IBC#	File title	File created	File status	Last file status change	Expiration date	Document status
	IBC-24-364	Testing	26-Mar-2024	Approved	27-Mar-2024	27-Mar-2027	Approved

No. of entries: 1

No. of entries: 1

	IBC#	File title	File created	File status	Last file status change	Expiration date	Document status
	IBC-24-364	Testing Email	26-Mar-2024	Approved	27-Mar-2024	27-Mar-2027	Approved

Documents/Versions in File

Click on the "Document Title" with the most recent Version number and "Document Status" of Approved to open the IBC Protocol.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	
Testing	4.0	27-Mar-2024	27-Mar-2024	Approved	27-Mar-2024	Mazzetti, Delena W.	

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At the top of the page, navigate to [Workflow] and select "Amendment" from the drop-down menu.

Action ∨

Workflow ∨

- Suspended
- **Amendment**
- Expired
- Terminated
- Inactive

A pop-up will appear. The "Comment" field can be left blank or a brief explanation of the Amendment can be added. Click [OK] when done.

**Ensure your browser's popup blocker is turned off.

Comment:

Click [OK].

Effective date*: 27-Mar-2024

✓ Ok   ✗ Cancel

← Back to overview   ✎ Review   📎 Attachments   **Action** ∨   **Workflow** ∨

→ Check-Out to Edit

💾 Save

Save New Version

🖨 Print PDF

Compare version

Validate & Save

Click [Action] and select "Check-Out to Edit".

Policy

General Information

Personnel

Training

Plants

Animal Research

University of Kentucky - Inst
Biosafety Protocol Registrati

Please carefully read the guidan...   delays in review and approval.

If you need assistance with this...   n options are not available (ex. personnel, depa
Safety – Office of Biological Saf...

∨ POLICY INFORMATION

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Recombinant and/or Synthetic Nucleic Acid Materials

University of Kentucky - Institutional Biosafety Committee
Biosafety Protocol Registration

Please carefully read the guidance verbiage for each question to prevent delays in review and approval.

If you need assistance with this form, have questions, or find that certain options are not available (ex. personnel, de
Safety – Office of Biological Safety at biosafety@uky.edu.

∨ POLICY INFORMATION

...ombinant or Synthetic Nucleic Acid Molecules (NI
...gistered with the UK Institutional Biosafety Comm
...include, but are not limited to:

- Recombinant nucleic acid molecules (ex. plasmids with inserts, viral vectors, etc.)
- Synthetic nucleic acid molecules, including those that are chemically or otherwise modified but can base pair wit
- Whole animals and plants with introduced recombinant or synthetic nucleic acid molecules
- Cells, organisms, and viruses containing recombinant or synthetic nucleic acid molecules

Navigate through each section using the Tab menu.

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Action menu:
- ➡ Save & Check-in
- 💾 Save
- 🔃 Save New Version
- 🖨 Print PDF
- ⥾ Compare version
- ⊘ Validate & Save

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Ibc.TabHelpText.GeneralInforma...

⊟ TITLE

Ibc.HelpText.Title.Label

Document Title: Title ...

⊟ DEPARTMENT
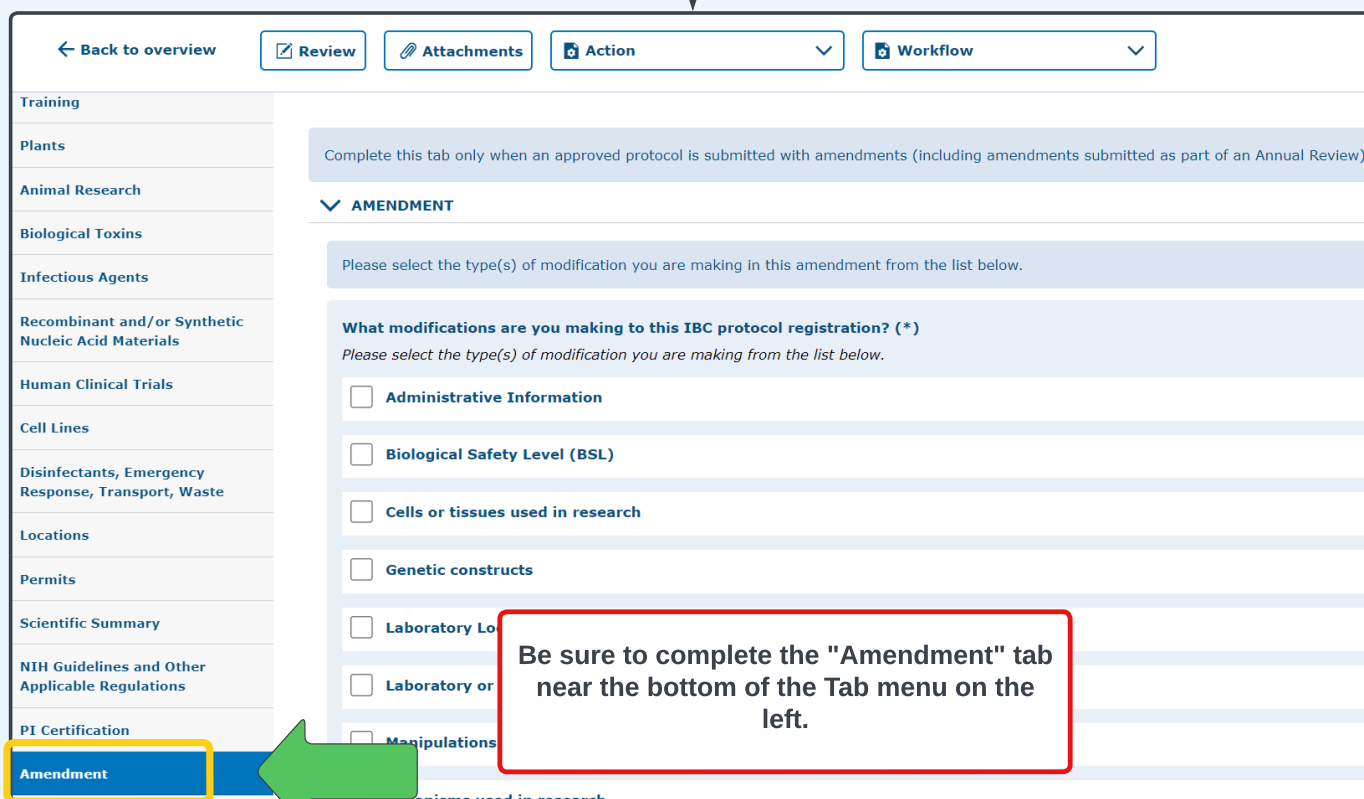
Amend the desired information in each section of the Tabs. Save often as you work!

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Disinfectants, Emergency Response, Transport, Waste

Locations

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Scientific Summary

NIH Guidelines and Other Applicable Regulations

PI Certification

Amendment

Complete this tab only when an approved protocol is submitted with amendments (including amendments submitted as part of an Annual Review).

⌄ AMENDMENT

Please select the type(s) of modification you are making in this amendment from the list below.

What modifications are you making to this IBC protocol registration? (*)
Please select the type(s) of modification you are making from the list below.

☐ **Administrative Information**

☐ **Biological Safety Level (BSL)**

☐ **Cells or tissues used in research**

☐ **Genetic constructs**

☐ **Laboratory Lo...**

☐ **Laboratory or...**

☐ **Manipulations...**

...anisms used in research

Be sure to complete the "Amendment" tab near the bottom of the Tab menu on the left.

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HOW-TO: Create an IBC Protocol Amendment

IBC: IBC-24-201 "IBC Training Protocol Example", (v.1.0), Initiated/Draft

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⊟ For Signature
⊟ Inactive

> **When ready to submit, navigate to [Workflow] and select "For Signature".**

Comment: [   ]

> **Click [OK].**

Effective date*: 27-Mar-202

✓ Ok   ✗ Cancel

IBC: IBC-24-363 "Example", (v.2.0), Initiated/For Signature

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Policy
General Information
Personnel

⊟ IBC Administrative Review
⊟ Inactive
🖉 Sign & Submit

> **Navigate to [Workflow] and select "Sign & Submit". The PI will automatically be assigned as the "Signer" for their IBC protocol. Only the PI can complete this step.**

IBC Protocol Submission Certification
- To the best of my knowledge, I affirm that all information contained herein is accurate and complete.
- I agree to comply with federal, state, and university requirements pertaining to handling, shipment, transfer, and disposal of biological materials.
- I agree to accept responsibility for the training of all personnel involved in this research and that all personnel have been trained and made aware of the risks involved.
- I affirm that I am aware of the NIH Guidelines and the BMBL and will follow appropriate biosafety level laboratory techniques in the research.
- I understand that all significant changes in agents, procedures/practices, and facilities must be reported in writing to the IBC and that IBC approval shall be obtained prior to implementation of these changes.
- I understand that unauthorized use of recombinant DNA, microorganisms, select agents, biological toxins, regulated and particularly hazardous chemicals, or deviation from an approved IBC protocol may result in the suspension of research privileges and/or disciplinary action.
- I agree to notify the IBC through the Biological Safety Officer as soon as possible and within 30 days of any significant problems, violations, or any research-related accidents and/or illnesses to the Biological Safety Officer.

Sign of:IBC-24-201(2.0)

SIGNATURES

Name	Comment		Signed	
Mazzetti, Delena W.				

Comment [   ]

✓ Sign

> **In the pop-up window, add any necessary comments (not required), and select [Sign].**

> **Success! You have submitted your IBC protocol Amendment for IBC Administrative Review. IBC Administrators are automatically notified via email.**

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a-tune Tips & Tricks

Required Questions

The following activities apply to this IBC protocol registration: (*)

☑ **Animal work (breeding, surgeries, etc.)**

☑ **Bacterial culture**

☑ **Cell culture**

Any question with an asterisk (*), is a required question.

Required questions must be answered in order to submit the protocol.

Searching & Selecting Personnel

Personnel Selection

∨ **FILTER & SEARCH**

▼ Apply filter   ↺ Reset filter

1. To search for and select Personnel, type their name and click [Apply filter].

Click a team to show the list of team members. Selection of the root-node "Teams" selected team (or within all users).

Name: Hayman ❓

2. If a User is in the system, their name will appear here. Click "Teams" to display the search results for the User's name.

> **Teams**

Hayman, Robert W.

4. Click [Apply current selection].

⊘ Apply current selection

3. The selected User's name will appear here. Multiple Users can be added.

Hayman, Robert W.

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a-tune Tips & Tricks

Tables

1. To add a row to a table, click the [+] icon.

No. of entries: 0

+	Animal Host Species	Genu Inser

No rows added

Add Row

Copy Row

Edit Row

Delete Row
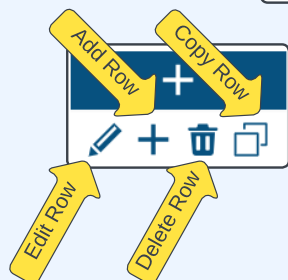
2. A pop-up will appear, complete each field as applicable and click [Apply].

New   Close window ✕

Animal Host Species:

Genus and Species of Inserted Nucleic Acid:

Gene Name:

Gene Abbreviation:

Function of Gene Sequence:

⊘ Apply   + Apply & New

3. Rows can be Edited, Added, Deleted, or Copied (respectively).

No. of entries: 1

+	Animal Host Species	Genus and Species of Inserted Nucleic Acid	Gene
✏ + 🗑 ⧉	Mouse	Mus musculus	examp

No. of entries: 1

Attachments

← Back to overview   📝 Review   📎 Attachments

Policy

1. To attach files, select [Attachments] at the top of the page.

4. Repeat these steps for all attachments, when done click [Apply to Document].

...chments

💾 Apply to document

⌄ GENERAL

+ Add   ↻ Reset

+ Add tag

File: Choose File No file chosen

Description:

3. Click the [+Add] button to select the file to attach.

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2. A new window will open. Select the Tab you want to attach a file to on the left. Click the [Choose File] button to select the file to attach.

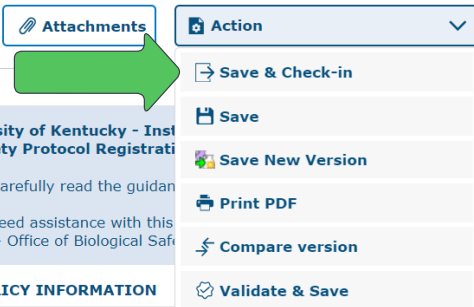⌄ ATTACHMENTS

∧ (All) (0)

No. of entries: 0

Last Modification	File	Description

No. of entries: 0

⌄ (No Tag) (0)

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Document Check-In & Check-Out

In a-tune, protocol files can be Checked-In and Checked-Out, similar to Library Books, so that only one User can actively edit the protocol. This prevents two Users from working in the protocol at the same time and saving over each other's work. If two(+) Users need to work on a protocol, then the Check-In and Check-Out feature will be important to familiarize yourself with below.

If you are editing a protocol and need to Check-In the document, navigate to [Action] and select "Save & Check-in" to allow another User to Check-Out and edit the protocol.
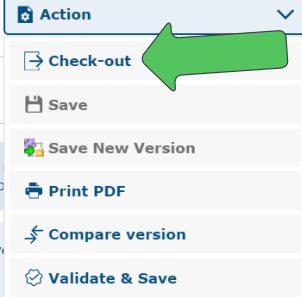
If you are viewing a protocol and the responses are greyed-out, you need to Check-Out the protocol.

To Check-Out a protocol, navigate to [Action] and select "Check-out".

A Red-Arrow-in-a-Box symbol means the Document is already Checked-Out by another User. You cannot make edits until it is Checked-In.

When you Checked-Out a Document, this Green-Arrow-in-a-Box symbol will appear. This means that you are the only User that can edit the document right now.