HOW-TO: Create a new IBC Protocol Registration

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

Scan & Action

Pin Tab

IBC

FILES

+ New | Export to Excel

Under "Files", select [+ New].

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

DOCUMENT TEMP...

Please select the

In the pop-up window, select [-> Next]. Ensure your browser's popup blocker is off.

Document Template*: Institutional Biosafety Committee Protocol (IE ˅)

→ Next

Save...

Enter the IBC project title, select [Save and open document].

Please pr...

Title — Title goes here.

IBC Protocol Number is automatically assigned.

Protocol Number: IBC-24-299

Externally Managed: ☐

Ignore the fields "Externally Managed" and "Protocol Source".

Protocol Source:

← Back | 💾 Save and open document

IBC: IBC-24-299 "Title goes here.", (v.1.0), Initiated/Draft

← Back to overview | ☑ Review | 📎 Attachments | 🗐 Action ˅ | 🗐 Workflow ˅

| Policy |
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| Infectious Agents |
| Recombinant and/or Synthetic Nucleic Acid Materials |
| Human Clinical Trials |
| Cell Lines |
| Disinfectants, Emergency Response, Transport, Waste |

University of Kentucky Institutional Biosafety Committee (IBC) Protocol Registration

Please read the information below carefully.

POLICY INFORMATION

Navigate through each section using the Tab menu on the left.

...recombinant DNA (rDNA) technology a[n]... ...tution's Institutional Biosafety Committ[ee]... ...s, recombinant proteins, viral vectors, ...oversight.

Instructions: The IBC advises Principal Investigators (PIs) to review the relevant sections of the *NIH Guidelines* (http[...]) *Biomedical Laboratories* (http://www.cdc.gov/biosafety/publications/bmbl5/BMBL.pdf) to see the current Biosafety rec[...]

IBC applications are approved for 3 years, with annual updates provided by the principal investigator.

Updates to an active IBC protocol that do not coincide with annual updates can be submitted by launching an Amendm[ent]

Definition of rDNA: 1) molecules that are constructed outside living cells by joining natural or synthetic DNA segm[ents] of these defined in 1), including recombinant proteins.

Definition of microorganism: Any microorganism, regardless of biosafety level, that has the ability to infect plants, [...] bacteria that are primarily used for propagation and/or delivery of recombinant DNA to cells for expression and/or sile[nce] and viral vectors including adenoviruses and lentiviruses.

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- ⤷ Save & Check-in
- 💾 Save
- 🔄 Save New Version
- 🖨 Print PDF

Policy
General Information
Personnel
Training
Plants
Animal Research
Biological Toxins
Infectious Agents
Recombinant and/or Synthetic Nucleic Acid Materials
Human Clinical Trials
Cell Lines

Ibc.TabHelpText.GeneralInforma

■ TITLE

Answer the questions in each tab. Save often as you work!

■ DEPARTMENT

Ibc.Department.Group.HelpText.Label

Department: [dropdown]

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- ⤷ Check-Out to Edit
- 💾 Save
- 🔄 Save New Version
- 🖨 Print PDF
- ⤸ Compare version
- ✓ Validate & Save

If you previously Saved and exited your protocol and the responses are now greyed-out, you need to Check-Out to Edit the protocol.

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

GENERAL

cate below if your ...g plant...
...isms, transgenic p...

Plants
Animal Research
Biological Toxins
Infectious Agents
Recombinant and/or Synthetic Nucleic Acid Materials

research involve ... ucleic
materials? (*)

○ Yes

Yes, this IBC protocol registration involves microorganisms affecting plants, insects and/or small animals ass... microorganisms, transgenic plants, or field trials.

Answer the questions below.

○ No

No, this IBC protocol registration does not involve microorganisms affecting plants, insects and/or small anim...

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

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- ⤷ For Signature
- ⤷ Inactive

Policy
General Information

University of Kentucky - Institutional Biosafety Committee
Biosafety Protocol Registration

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

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Comment:

Click [OK].

Effective date*: 27-M...

✓ Ok   ✕ Cancel

Your Protocol is NOT submitted yet.

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

← Back to overview | 📝 Review | 📎 Attachments | 📄 Action ⌄ | 📄 Workflow ⌄

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.

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Personnel

⊣ IBC Administrative Review
⊣ Inactive
✎ Sign & Submit

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.				

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

Comment

✓ Sign

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

HOW-TO: Create a new IBC Protocol Registration
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.

NEXT

HOW-TO: Create a new IBC Protocol Registration
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

Training

Plants

+ Add   ↺ Reset

+ Add tag

File: Choose File   No file chosen

Description:

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

Recombinant and/or Synthetic Nucleic Acid Materials

Human Clinical Trials

Cell Lines

Disinfectants, Emergency Response, Transport, Waste

Locations

Permits

Scientific Summary

⌄ ATTACHMENTS

∧   (All) (0)

No. of entries: 0

Last Modification	File	Description

No. of entries: 0

⌄   (No Tag) (0)

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.

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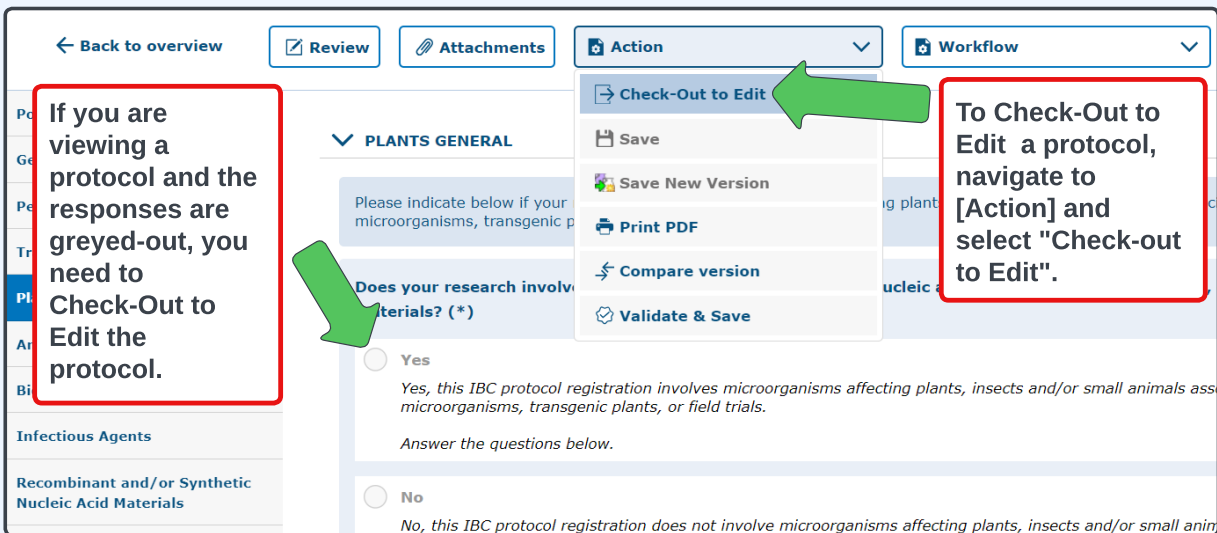
If you are editing a protocol and need to Check-In the document, navigate to [Action] and select "Save & Check-in" to allow another User to Check-Out and edit the protocol.

→ Save & Check-in	
💾 Save	
➕ Save New Version	
🖨 Print PDF	
⤵ Compare version	
✅ Validate & Save	

If you are viewing a protocol and the responses are greyed-out, you need to Check-Out to Edit the protocol.

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

→ Check-Out to Edit	
💾 Save	
➕ Save New Version	
🖨 Print PDF	
⤵ Compare version	
✅ Validate & Save	

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.

Document title	Version
→ Testing	1.0

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.

Document title	Version
→ Testing	1.0