

HOW-TO: Renew an IBC Protocol

You likely have recently received an email reminder that your IBC Protocol is expiring and needs to be renewed if you plan to continue the related work. IBC Protocols are valid for 3 years once approved, and the process below will guide you through drafting and submitting your renewal.

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

Under "Files", right-click the IBC Protocol that you would like to renew 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

When you right-click your IBC Protocol number, select "Duplicate File"

After duplication, you will see a new draft IBC Protocol with a new IBC Protocol # assigned. This is your renewal protocol file.

IBC#	File title	File created	File status	Last file status change	Expiration date	Document status
IBC-24-365	Testing	27-Mar-2024	Initiated	27-Mar-2024	---	Draft
IBC-24-364	Testing	26-Mar-2024	Approved	27-Mar-2024	27-Mar-2027	Approved



HOW-TO: Renew an IBC Protocol

No. of entries: 5

IBC#	File title	File created	File status	Last file status change	Expiration date	Docume status
IBC-24-365	Testing	27-Mar-2024	Initiated	27-Mar-2024	---	Draft

Documents/Versions in File

Click on the "Document Title" to open the Renewal draft IBC Protocol.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
Testing	1.0	27-Mar-2024	27-Mar-2024	Draft	27-Mar-2024	Mazzetti, Delena W.

← 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".

University of Kentucky - Inst Biosafety Protocol Registrati

Please carefully read the guidan

If you need assistance with this Safety - Office of Biological Saf

POLICY INFORMATION

delays in review and approval.

options are not available (ex. personnel, depa

← Back to overview Review Attachments Action Workflow

Policy

General Information

Personnel

Training

Plants

Animal Research

Biological Toxins

Infectious Agents

Recombinant and/or Synthetic Nucleic Acid Materials

University of Kentucky Institutional Biosafety Committee (IBC) Protocol Registration

Please read the information below carefully.

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

Instructions: The IBC advises Principal Investigators (PIs) to review the relevant sections of the *NIH Guidelines* (<http://www.cdc.gov/biosafetv/publications/bmb15/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 Amendr

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

← Back to overview Review Attachments Action Workflow

Save & Check-in Save Save New Version

Ibc.TabHelpText.GeneralInforma

Answer the questions in each tab and update the renewal protocol as necessary so it is up to date. Save often as you work!



HOW-TO: Renew an IBC Protocol

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

[← Back to overview](#)

[Review](#)

[Attachments](#)

[Action](#)

[Workflow](#)

Policy

General Information

University of Kentucky – Institutional Biosafety Committee
Biosafety Protocol Registration

[For Signature](#)

[Inactive](#)

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

Click [OK].

Comment:

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

Effective date*: 27-Mar-2024

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

[← Back to overview](#)

[Review](#)

[Attachments](#)

[Action](#)

[Workflow](#)

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

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

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

HOW-TO: Renew an IBC Protocol

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

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

2. If a User is in the system, their name will appear here. Click the User's name.

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

Personnel Selection

✓ FILTER & SEARCH

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

Name:

> Teams

- Hayman, Robert W.

- Hayman, Robert W.

4. Click [Apply current selection].

NEXT 

HOW-TO: Renew an IBC Protocol

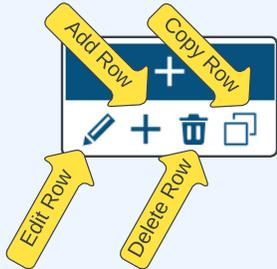
a-tune Tips & Tricks

Tables

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

No. of entries: 0

	Animal Host Species	Gene
No rows added		



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

New Close window X

Animal Host Species:

Genus and Species of Inserted Nucleic Acid:

Gene Name:

Gene Abbreviation:

Function of Gene Sequence:

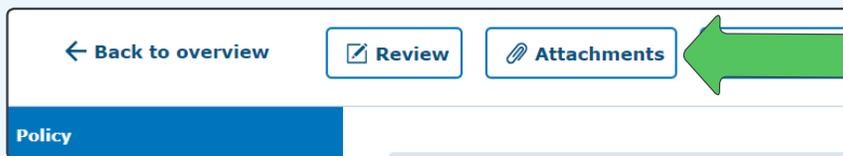
3. Rows can be Edited, Added, Deleted, or Copied (respectively).

No. of entries: 1

	Animal Host Species	Genus and Species of Inserted Nucleic Acid	Gene
	Mouse	Mus musculus	exam

No. of entries: 1

Attachments



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].

Attachments

GENERAL

File: No file chosen

Description:

ATTACHMENTS

Last Modification	File	Description
No. of entries: 0		

(All) (0)

No. of entries: 0

(No Tag) (0)

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

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.



HOW-TO: Renew an IBC Protocol

a-tune Tips & Tricks

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.

The screenshot shows the 'Action' dropdown menu with options: Save & Check-in, Save, Save New Version, Print PDF, Compare version, and Validate & Save. A green arrow points to 'Save & Check-in'.

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".

The screenshot shows the 'Action' dropdown menu with options: Check-Out to Edit, Save, Save New Version, Print PDF, Compare version, and Validate & Save. A green arrow points to 'Check-Out to Edit'.

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