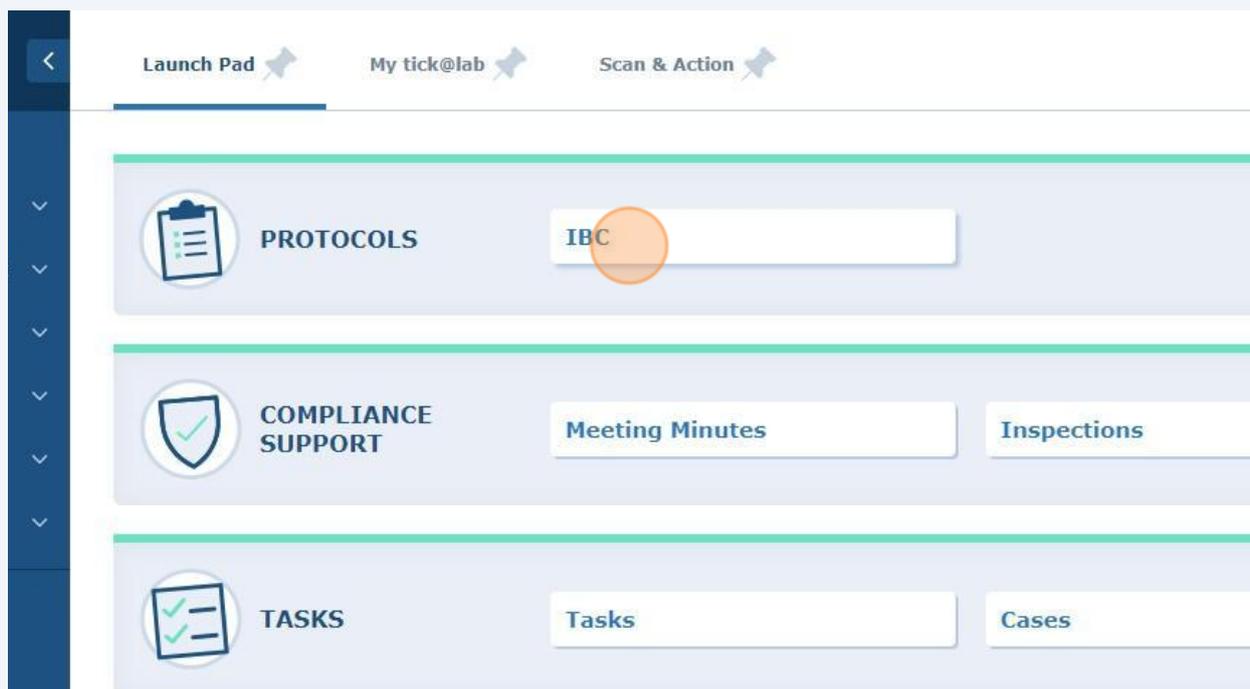


How-to: Sign & Submit your IBC Protocol/Amendment for Principal Investigator's

1 Navigate to <https://uky.a-tune.com/tickatlab/default.aspx>

2 Login using you UK Linkblue username and password.

3 Click "IBC"



4 Navigate to "My Filter Sets" and select the "My IBC Protocols (for all users)" filter.

✓ FILTER & SEARCH

Apply filter Reset filter

Hide Show ?

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets:   

File-General File-History Document

✓ FILES

+ New Export to Excel

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

5 Click on the file with the Document Status "For Signature".

the document(s) stored in the file.

File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version
16-May-2024	Initiated	16-May-2024	---	For Signature	22-May-2024	---	Mazzetti, Delena W.	2.0
16-Apr-2024	Initiated	16-Apr-2024	---	Draft	For Signature	---	Mazzetti, Delena W.	1.0

6 Click on the version in "For Signature" Document Status to open the protocol.

The screenshot shows a document management interface. At the top, there is a table with columns: IBC#, File title, File created, and File status. The first row is highlighted in green and contains: IBC-24-411, Mary's Example, 16-May-2024, and Initiate. Below this table, there is a section titled "Documents/Versions in File". Inside this section, there is another table with columns: Document title, Version, Last document change, Last document checkout, and Document status. The first row of this table is highlighted in blue and contains: Mary's Example, 2.0, 22-May-2024, 22-May-2024, and For Signature. A dropdown menu is open for the "Mary's Example" document, showing the same document title and version. Below the dropdown, there is a table with columns: IBC#, File title, File created, and File status. The first row is highlighted in blue and contains: IBC-24-395, Testing Team Details, 16-Apr-2024, and Initiate. Below this table, it says "No. of entries: 2".

7 Navigate to the Workflow menu and select "Sign & Submit".

The screenshot shows a workflow menu in a document management interface. The menu is titled "Workflow" and is open, showing a list of options: IBC Administrative Review, Inactive, and Sign & Submit. The "Sign & Submit" option is highlighted in blue. The interface also shows a "Action" dropdown menu and a "Workflow" dropdown menu. The "Action" dropdown menu is open, showing a list of options: IBC Administrative Review, Inactive, and Sign & Submit. The "Workflow" dropdown menu is also open, showing a list of options: IBC Administrative Review, Inactive, and Sign & Submit. The "Sign & Submit" option is highlighted in blue. The interface also shows a "Documents/Versions in File" section with a table of documents. The first row of the table is highlighted in blue and contains: Mary's Example, 2.0, 22-May-2024, 22-May-2024, and For Signature. Below the table, it says "No. of entries: 2".

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The "IBC Protocol Submission Certification" window will appear. You may add comments in the "Comment" field, but it's not required. Click the "Sign" button.

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 in appropriate biosafety level laboratory techniques in their respective laboratories.
- I affirm that I am aware of the NIH Guidelines and the BMBL and will follow appropriate biosafety level laboratory techniques in their respective laboratories.
- I understand that all significant changes in agents, procedures/practices, and facilities must be reported in writing to the IBC and the Biological Safety Officer.
- I understand that unauthorized use of recombinant DNA, microorganisms, select agents, biological toxins, regulated and particulate matter, and other hazardous materials is prohibited.
- I agree to notify the IBC through the Biological Safety Officer as soon as possible and within 30 days of any significant problems, incidents, or accidents.

Sign of: IBC-24-411(2.0)

SIGNATURES

Name	Comment
Mazzetti, Delena W.	

Comment

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You're all done! Your IBC Protocol/Amendment has been submitted for IBC Administrative Review. An IBC Administrator will be in touch shortly!