

KUALI QUICKGUIDE REVIEWING IBC PROTOCOL APPLICATIONS

This document describes procedures for accessing and reviewing different submission types of IBC protocols in Kuali.

- A. Accessing the Protocol
- B. Initial Submission
- C. <u>Resubmission</u>
- D. <u>Amendment</u>
- E. <u>Renewal</u>
- F. <u>Renewal & Amendment</u>
- G. <u>Reportable Event</u>
- H. <u>Closure</u>

A. ACCESSING PROTOCOLS

Each time you are assigned as a reviewer for a protocol submission by the IBC Administrator, you will receive a system generated email notification of the assignment. The quickest way to access the protocol is to click on the protocol link in the email notification itself. Alternatively, follow steps 1-4 to access the protocol.

- 1. Log into Kuali:
 - a) LSUHSC Personnel (individuals with an active @lsuhsc.edu email address): https://lsuhsc.kuali.co/cor/main/#/apps.
 - b) Non-LSUHSC Personnel (individuals without an active @lsuhsc.edu email address): <u>https://lsuhsc.kuali.co/auth/kuali</u>.
 - c) Please contact the IBC Office (<u>IBCOffice@lsuhsc.edu</u>) if you have any problems logging into Kuali.
- 2. On the landing page, click on the **Protocols** button.

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	Research Home Conflict of Interest Protocols
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3. You will be directed to the Manage Protocols page. On this page click Protocols Assigned to Me.

↔	Hide Menu	Protocols											
¢	Manage Protocols					ide all protoci	lversions	Et Export to CSV	+ New Protocol				
2,,	Protocols Assigned to Me												
2,	Events Assigned to Me												
tt:	Meetings & Agendas	Q, Search				Advanced	Filter \Xi	Saved Filters 🔹	Manage Columns				
		Title	de Number – PI Name Submission Review Type Type										
		EUTA Test 1	1179	Fidel, Paul	Initial	Expedited	Expired		August 15, 2020				
		EUTA Test 1	1179	Fidel, Paul	Renew/Amend		😑 In Progres	\$\$					

- 4. Click on the **title of the protocol** that you want to review.
 - a) Note: The **Submission Type will vary** depending on the application submitted but the **status** will always be *Submitted for Review*.

↔	Hide Menu	Protocols													
ø	Dashboard						A4a		A4a						
6	Manage Protocols	Q = Saved Filter	*A4			()			$\left(\right)$						
2,	Protocols Assigned to Me	Title	Number	Evpe P	1	Submission Type	Review Type	Submitted	Status	Assignment	DMR Determination Due Date				
2,	Events Assigned to Me	Testing a Review	1340 II	80	nith, Alison	New	Full Committee	February 11, 2022	Submitted for Review	IBC					
t	Meetings & Agendas	1 of 1 protocols									Load 25 at a Time 👻				
52	Committees														
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2,	Protocols Assigned to Me	Title	Number 👻	Туре	PI	Submission Type	Review Type	Submitted	Status	Assignment	DMR Determination Due Date				
2,	Events Assigned to Me	Testing a Review	1340	IBC	Smith, Alison	New	Full Committee	February 11, 2022	 Submitted for Review 	IBC					
-	Montings & Agondos	The Role of an IBC Test	IBC	Smith, Alison	Amendment	Amendment Full Committee February 11, 2022 Subm			Submitted for Review IBC						
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28	Committees														

B. REVIEWING INITIAL SUBMISSIONS

For initial submissions, you will be assigned either as a **Primary** or **Secondary Reviewer**. **Primary Reviewers** are required to enter their comments about the protocol in Kuali (as described below). All other Committee members are designated as **Secondary Reviewers** so they can access the protocol. **Secondary Reviewers** are **NOT** required to review the protocol or leave comments but may do so if they wish to document their evaluations. The **Primary Reviewer** is responsible for presenting the protocol at the meeting.

- 1. After accessing the protocol, the submitted application will be displayed.
 - a) **Basic protocol information**, including submission type, will be displayed at the top of the form.
 - b) The left side panel displays the individual sections of the protocol form. *Please note that the green checkmarks are no longer exist in the new Kuali IBC template.*
 - c) The right side panel displays several different actions available to the reviewer.
 - d) The **Primary Reviewer** should enter their summary of the protocol in the **General Action Items** text box that appears once this button is clicked.

← Back Manage Proto	ocols \rightarrow IBC: #1340 Testing a Review				
R1ł	Protocol Activity Log				
Jump to:	IBC: #1340 Testing a Review			B1c,d _/	Action Items Summary
PRELIMINARY INFOR 🗸	Selected Version:				Submit Review
PROJECT SCOPE 🗸	1 New Submitted for Review		D1 -	-	 General Action Items
FUNDING SOURCE(S) 🗸			BT9		🖨 Print
PERSONNEL	Protocol Information				
RESEARCH ACTIVITY _ 🗸	Submission Type	Review Type	Status	Time in Current Status	
PROJECT NARRATIVE	New	Full Committee	Submitted for Review	Since February 11 - an hour	
SYNTHETIC/RECOMB 🗸	N'				
MICROORGANISMS/I 🗸					
DILUTION & CONCENT 🗸					
INVENTORY & SHIPM 🗸		IBC I	PROTOCOL FORM		
RISK ASSESSMENT/S 🗸				the IRR for build and an Robella data for the last build and	
IH GUIDELINES SECT_	for completing the Protocol Form are found in the	is referred to as a "protocol." This protocol his document. Additional information abo	or module (form) is used for submitting all new protocols to out this Kuali module may be accessed by placing the pointe	r on the Help icon (?) below.	
VIH GUIDELINES SECT.	to completing the Protocol Form are found in th	ns <u>ussumen</u> . Austronal information abo	at this Ruan mounte may be accessed by placing the pointe		

2. Each question or field of the protocol form is associated with an **Action Item** button. You will use these buttons to communicate your specific comments including requested modifications or clarifications.

← Back Manage Proto	pcols \rightarrow IBC: #1340 Testing a Review		
	Protocol Activity Log		
lump for	PROJECT SCOPE	· .	Action Items Summary
PRELIMINARY INFOR V	Please define the scope of the proposed research by answering all of the following questions.	B2	Admin Notes & Files
PROJECT SCOPE	This research project requires	Action Item	Submit Review
FUNDING SOURCE(S)	Conly		General Action Items
PERSONNEL 🗸	Does this application represent an initial submission of a new project or a 5-year renewal of a previously approved project?	Action Item	Print
OTHER REGULATORY 🗸	Initial submission		
RESEARCH ACTIVITY _ 🗸	Does this project require approval by:		
PROJECT NARRATIVE	The LSUHSC-NO Radiation Safety Committee, or A Non-LSUHSC compliance committee or body?	Action Item	
SYNTHETIC/RECOMB 🗸	No		
MICROORGANISMS/I 🗸	This proposed research involves the use of (select all that apply):		
DILUTION & CONCENT 🗸	 The CDC/USDA list of select agents and toxins is published <u>here</u>. "Other Research Materials" may include experimental drugs, chemical carcinogens, animal tissues, and other potential biohazards 		
INVENTORY & SHIPM 🗸	The definition of Human Gene Transfer is available by placing the pointer over the Help icon (2) Desthation as searchinger (20) which a citie of these word in time averaging another as the second	C Action Item	
RISK ASSESSMENT/S_ 🗸	Synumeus on recommunant (Sirky indices double content in white capees and systems) Microorganisms (other than viruses generated using the viral expression systems listed above)		
NIH GUIDELINES SECT.			

- 3. To leave a comment regarding any field entry,
 - a) Click on the Action Item button associated with the field.
 - b) A text box will appear on the right hand panel. Enter your comments here. Please enter comments as if you are requesting the researcher to take an action. At this stage the comments will be visible only to the IBC Administrator. After you submit the review, the Administrator will make comments visible to other assigned reviewers and to IBC members during the meeting. After the meeting, the Administrator will make the comments visible to the Researcher, unless directed otherwise by you or meeting discussions.
 - c) Click Post.

← Back Manage Proto	pcols → IBC: #1340 Testing a Review
	Protocol Activity Log
Jump to:	PROJECT SCOPE Use of?
PRELIMINARY INFOR 🗸	Please define the scope of the proposed research by answering all of the following questions.
PROJECT SCOPE ✓ FUNDING SOURCE(S) ✓	This research project requires Please clarify what the LDS0 is for the agent listed.
PERSONNEL ✓ OTHER REGULATORY – ✓	Does this application represent an initial submission of a new project or a 5-year renewal of a previously approved project? Action Item Vubinty Action Item
RESEARCH ACTIVITY 🗸	Cancel Post Cancel
MICROORGANISMS/I V	No B3C
DILUTION & CONCENT INVENTORY & SHIPM	The COC/USDA flat of valued tagents in published bene. "Other Keesech Materials' my holdes experimental drops, chemical accritogens, animal tissues, and other potential biohazards The definition of Human Gene Transfer is available by placing the pointer over the Help icon • Other Keesech Materials

- 4. Your comments will be registered as indicated by **numbered orange circles** in the specific field and the relevant section of the protocol form.
 - a) You have the option to edit or delete the action item by clicking on the ellipses.

← Back Manage Proto	cols → IBC: #1340 Testing a Review		
	Protocol Activity Log		
Jump to:	PROJECT SCOPE	^	Use of? →
	Lease define the scope of the proposed research by answering all of the following questions.		Action Items O Action Item
PROJECT SCOPE	This research project requires O Action Item	Ŀ	Zea, Arnold (impersonated by Fuselier, Taylor) 02/11/22 · 3:29 M
PERSONNEL 🗸	Comy Does this collection persects an initial submission of a new noticet or a Cusar reserval of a resolutive command project? C Action Item	1	Please clarify what the LD50 is for the agent listed B4a
OTHER REGULATORY ✓	Deels mis approved projecti an innun administrati or a new project or a or year relevand or a previously approved projecti		Admins
PROJECT NARRATIVE	Dees this project require approval by: • The LSUHSC-NO Reliation Safety Committee, or • A Note L SUHSC annullace committee of body?		
	No		
DILUTION & CONCENT_	This proposed research involves the use of (select all that apply): • The COCUSDA list of select agents and taxins is published here.	34	
INVENTORY & SHIPM 🗸	"Other Research Materials" may include experimental drugs, chemical carcinogens, animal tissues, and other potential biohazards The definition of Human Gene Transfer is available by placing the pointer over the Help Icon (12)		
RISK ASSESSMENT/S 🗸	Synthetic or recombinant (S/R) nucleic acids (other than those used in viral expression systems) Microorganisms (other than viruses generated using the viral expression systems listed above)		
NIH GUIDELINES SECT 🗸			

5. Continue adding comments/action items for additional fields. When completed click on the right arrow to hide the action items and return to the standard right side panel.

← Back Manage Prot	locols → IBC: #1340 Testing a Review				
	Protocol Activity Log				
Jump to:	DILUTION & CONCENTRATION		Inventory ve	erification date	->I
PRELIMINARY INFOR.	Will any listed research materials that are toxins or pathogens be diluted for storage or use?	Action Item	Action Items	 Action Iten 	m
PROJECT SCOPE	No		Zea, Amold	(impersonated by 02/11/22 · 3:31PM	î
FUNDING SOURCE(S)	Does this project involve culturing and/or concentration of cells, viruses or other microorganisms?	Action Item	Please clarify	ior)	
PERSONNEL 🗸	No	_			
OTHER REGULATORY 🗸			Admins		
RESEARCH ACTIVITY 🗸					1
PROJECT NARRATIVE					
SYNTHETIC/RECOMB 🗸	INVENTORY & SHIPMENT				
MICROORGANISMS/IN					
DILUTION & CONCEN 🗸	Research material, including clinical samples, used or stored in a LSUHSC-NO laboratory must be listed and managed in the EH&S On-Site Bioinventory. Enter the date when your inventory was last verified.	Action Items: 1			
INVENTORY & SHIPME_1	4/21/22				

6. You can view a summary of all your comments/action items

- a) By clicking the Action Items Summary tab.
- b) You can also leave general comments by clicking the General Action Items tab.

← Back Manage Prote	pcols \rightarrow IBC: #1340 Testing a Review			
	Protocol Activity Log		R6a	
	DILUTION & CONCENTRATION		Action Items Summ	nary
PRELIMINARY INFOR 🗸	No		0 Admin Notes & File	es
PROJECT SCOPE	Does this project involve culturing and/or concentration of cells, viruses or other microorganisms? No	Action Item	Submit Review General Action Item	ns
FUNDING SOURCE(S)		B6	D 🖶 Print	
THER REGULATORY 🗸				
ESEARCH ACTIVITY _ 🗸	INVENTORY & SHIPMENT			
ROJECT NARRATIVE	Research material, including clinical samples, used or stored in a LSUHSC-NO laboratory must be listed and managed in the EH&S On-Site Bioinventory. Enter the date when your inventory was last verified.	Action items: 1		
ICROORGANISMS/IN1	4/21/22			
LUTION & CONCEN V	Do you anticipate transporting and/or shipping research materials or specimens to external sites?	Action Item		
SK ASSESSMENT/S 🗸	N0			

Act	tion Items Summary for Protocol #1340	Вб
^ c	ioliapse All	
~ 1	BC PROTOCOL / PROJECT SCOPE / Regular App / Use of?	
	Zea, Arnold (impersonated by Fuselier, Taylor) 02/11/22 · 3:29PM	
	Please clarify what the LD50 is for the agent listed.	
~ 1	BC PROTOCOL / MICROORGANISMS/INFECTIOUS AGENTS / Select agents (microbes)?	
	2 Zea, Arnold (impersonated by Fuselier, Taylor) 02/11/22 - 3:31PM	
	Please clarify.	
~ 1	BC PROTOCOL / INVENTORY & SHIPMENT / Inventory verification date	
	2 Zea, Arnold (impersonated by Fuselier, Taylor) 02/11/22 - 3:31PM	
X	Please clarify.	

← Back Manage Proto	cols → IBC: #1340 Testing a Review			
	Protocol Activity Log	B6	h	
Jump to:	DILUTION & CONCENTRATION		/	General Action Items →
PRELIMINARY INFOR 🗸	Will any listed research materials that are toxins or pathogens be diluted for storage or use?	 Action Item 		Action Items
PROJECT SCOPE	No	(For Committee: What is the current BSL2+ conditions
FUNDING SOURCE(S)	Does this project involve culturing and/or concentration of cells viruses or other microorganisms?	Action Item		for Covid-19 research?
PERSONNEL 🗸	No			
OTHER REGULATORY _				Visibility Admins
RESEARCH ACTIVITY _ 🗸				Cancel Post
PROJECT NARRATIVE				
SYNTHETIC/RECOMB ✓	INVENTORY & SHIPMENT			
MICROORGANISMS/IN_				
DILUTION & CONCEN 🗸	Research material, including clinical samples, used or stored in a LSUHSC-NO laboratory must be listed and managed in the EH&S On-Site Bioinventory. Enter the date when your inventory was last verified.	Action Items: 1		

7. When the review is complete, click **Submit Review**. A pop-up window will display a summary of all your comments. Scroll down to view all comments. If no changes are necessary, click **Submit Review** in the pop-up window.

← Back Manage Proto	$cols \rightarrow IBC: #13$	40 Te	esting a Review												
Protocol Activity Log															
Jump to: PRELIMINARY INFOR PROJECT SCOPE	MICROORGANIS In the table below, Please include all I	SMS/II please bacteria	NFECTIOUS AGENTS identify and describe microo a, fungus, parasites, prions at	orga nd v	nisms to be employed in the p iruses except those viruses g	propo Jenera	iosed research: rated using the viral expression	n systems, if any, described in _i	previous sections.			E	37		Action Items Summary Admin Notes & Files Submit Review General Action Items 1
FUNDING SOURCE(S)			NAME	Ŧ	VENDOR/SOURCE	F NI	NIH RISK GROUP	INFECTIOUS HOST RANGE	TRANSMISSION	Ŧ	ADMINISTERED TO	Ŧ		e	🛱 Print
PERSONNEL V	Action Item	0	E.coli K-12		ATCC	R	RG-1	Humans	Ingestion		mice				
RESEARCH ACTIVITY _ PROJECT NARRATIVE SYNTHETIC/RECOMB _ MICROORGANISMS/I	Are any of the mic	croorga	nisms listed in the table abo	ive o	on the CDC/USDA list of select	:t ager	ents and toxins?				Action items:	1			

← Back Manage	Protocols $ ightarrow$ IBC: #1340 Testing a Review	
	Protocol Activity Log	
Jump to:	General Comment	Action Items Summary
PRELIMINARY INFOR	YOUR ANONYMOUS COMMENTS:	Admin Notes & Files
PROJECT SCOPE	Zea, Arnold (impersonated by Fuselier, Taylor) 02/11/22 - 3.36PM	General Action Items
FUNDING SOURCE(S)	For Committee: What is the current BSL2+ conditions for Covid-19 research?	Print
PERSONNEL		
OTHER REGULATORY _ 🗸	IBC PROTOCOL	
RESEARCH ACTIVITY _ 🗸		_
PROJECT NARRATIVE	PRUJECI SCUPE	
SYNTHETIC/RECOMB _ 🗸	Regular App	
MICROORGANISMS/I	Use of?	_
DILUTION & CONCENT 、		
INVENTORY & SHIPME	Synthetic or recombinant (S/R) nucleic acids (other than those used in viral expression systems) Microorganisms (other than viruses generated using the viral expression systems listed above)	
RISK ASSESSMENT/S	YOUR ANONYMOUS COMMENTS:	
NIH GUIDELINES SECT 、	2 Zea, Arnold (impersonated by Fuseller, Taylor) 02/11/22 - 3:29PM	
SUPPORTING DOCUM 🗸	Please clarify what the LDS0 is for the agent listed.	
SUBMISSION INSTRU 💊		
PI CERTIFICATION & S	MICROORGANISMS/INFECTIOUS AGENTS	
	B7	
	× Cancel	Review

8. Once submitted, the **Submit Review** tab will disappear but, if desired, you can **print** the review for your records.

← Back Manage Proto	cols \rightarrow IBC: #1	340 T	esting a Review													
	Protocol Activ	ity Log	1													
Jump to: PRELIMINARY INFOR.	MICROORGAN In the table below Please include all	MICROORGANISMS/INFECTIOUS AGENTS In the table below, please identify and describe microorganisms to be employed in the proposed research: Please include all bacteria, fungus, parasites, prions and viruses except those viruses generated using the viral expression systems, if any, described in previous sections. Columns B														s Summary :s & Files .ion Items (1)
FUNDING SOURCE(S) V PERSONNEL V	No Action Items	NAME $\overline{\nabla}$ VENDOR/SOURCE $\overline{\nabla}$ NIH REK GROUP $\overline{\nabla}$ INFECTIOUS HOST RANGE $\overline{\nabla}$ TRANSMISSION $\overline{\nabla}$ ADMINISTERED TO													Print	
OTHER REGULATORY 🗸	<	•	E.Coll K-12		ALC		KO-1	Humans	_	ingestion		mice	•			
PROJECT NARRATIVE SYNTHETIC/RECOMB _ ~	Are any of the m	Are any of the microorganisms listed in the table above on the CDC/USDA list of select agents and Joxins?														
DILUTION & CONCENT.	DILUTION & CO	DNCEN	TRATION											L		

- 9. A notification of review completion will be sent to the IBC Office.
- 10. In the IBC Office, the Administrator, in preparation for the IBC meeting, will review all Action Items and make them visible to all Assigned Reviewers and to members at the Meeting.

	Protocol Activity Log Ancillary Review Permissions			
			Use of?	
to:	PROJECT SCOPE			
MINARY INFOR 🗸			Action Items	 Action Ite
CT SCOPE	Please define the scope of the proposed research by answering all of the following questions.		Zea, Arnold (imp	ersonated by 02/11/22 - 3:29PM
IG SOURCE(S) 🗸	This research project requires	Action Item	Fuselier, Taylor)	I DS0 is for the anent listed
L 🗸	Conly		These clearly martin	D10
JLATORY _ 🗸	Does this application represent an initial submission of a new project or a 5-year renewal of a previously approved project?	Action Item	 Visibility Whe should see this? 	<u> </u>
TIVITY 🗸	Initial submission		Assigned Rev	ewers Researchers Meeting
RATIVE	Does this project service approval by:			
/RECOMB 🗸	The LSUHSC-NO Radiation Safety Committee, or A Mould Study Committee a body?	Action Item		Mark as resolved
ANISMS/IN_1	No			
LE CONCENT				
k Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Ion Ancilian Perview Permissions			
Manage Prot	tocols → IBC: #1340 Testing a Review <u>Protocol</u> Activity Log ● Ancillary Review Permissions			
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions		Use of?	
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions PROJECT SCOPE		Use of? Action Items	
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions.		Use of? Action Items	 Action
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log Ancillary Review Permissions PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions.		Use of? Action Items Zea, Arnold (in Puselier, Taylor	Action ersonated by 02/11/22 - 329Pi
Manage Prot Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions. This research project requires Cony	Action Item	Luse of? Action Items Cas, Arnold (in Plussieic Taylor Plusse clarify what	Action Sersonated by 02/11/22 - 320Pi bD is for the agent listed
ARY INFOR. SCOPE SOURCE(S) EL (ULATORY	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions. This research project requires C only	Action Item	Use of? Action Items Zea, Arnold (m Piuseler, Taylor Piuse clarify what vubility	Action sersonated by 02/11/22 - 329Pi b LDS0 is for the agent listed
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log ● Ancillary Review Permissions PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions. This research project requires Conly Dees this application represent an initial submission of a new project or a 5-year renewal of a previously approved project? Initial submission	 Action Item Action Item 	Use of? Action Items Zea, Arnold (in Plussele: Taylor Plusse clarify what vubility	Action sersonated by 02/11/22 - 3:29P to LDS0 is for the agent listed
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions. This research project requires C only Dest this application represent an initial submission of a new project or a 5-year renewal of a previously approved project? Initial submission	 Action Item Action Item 	Use of? Action Items Zea, Arnold (m Plase clarify what Vubrity Vubrity Kategord I	Action sersonated by 02/11/22 - 329Pi b1.050 is for the agent listed niceum: Researchers Usedog
Manage Prot	tocols → IBC: #1340 Testing a Review Protocol Activity Log PROJECT SCOPE Please define the scope of the proposed research by answering all of the following questions. This research project requires C only Dees this application represent an initial submission of a new project or a 5-year renewal of a previously approved project? Initial submission Dees this project require approval by: • The LSM5-NO Radiation Safety Committee, or	 Action Item Action Item 	Use of? Action Items Zea, Arnold (in Please clarify what vability Magnet 8 B10	Action ersonated by 02/11/22 - 3:29F bit D50 is for the agent listed Note: Researchers (Media) Mark as resolv

11. Based on decisions at the IBC meeting, the IBC Administrator may edit or delete action items and make some or all visible to the Researcher who then can appropriately revise the protocol for subsequent review.

C. REVIEWING A RESUBMITTED PROTOCOL

Once a revised protocol has been submitted (for instance, after a MRSA determination), the IBC Administrator will assign the **Primary Reviewers** of the initial application as the reviewer of the revised application. No **Secondary Reviewers** will be assigned in this case. As a reviewer, you will receive an email notification of this assignment.

- 1. Access the protocol directly using the link in the notification email or as described in <u>Section A</u>.
 - a) There now will be **another version** of the protocol. Please make sure to review the correct version.
 - b) Click on the **Compare Versions** checkbox. All new text will be highlighted in green and deletions will be highlighted in red (example shown below).
 - c) If the IBC Administrator has left you any notes or instructions, they will be found in the Admin Notes & Files tab.

← Back Manage Prot	tocols \rightarrow IBC: #1340 Testing a Review					
	Protocol Activity Log					
Jump to: C1a	IBC: #1340 Testing a Review			C1b Compare Versions	Action Items Summary	C1c
PRELIMINARY INFOR V	Selected Version:		Compare a Version:		1 Submit Review	CIU
PROJECT SCOPE	4 New Resubmitted	*	3 New Revisions Required	-	General Action Items	
FUNDING SOURCE(S))			🖶 Print	
OTHER REGULATORY _ ✓	Protocol Information					
RESEARCH ACTIVITY 🗸	Submission Type	Review Type	Status	Time in Current Status		
PROJECT NARRATIVE	New	Full Committee	Resubmitted	Since February 11 – 2 minutes		
SYNTHETIC/RECOMB _ 1	1					
MICDOODCANISMS//						

- 2. Next:
 - a. Click on each action item to...
 - b. Review the investigator's response.
 - c. To indicate if the response is acceptable or to request further clarification or modifications, click on Action Item and...
 - d. Type your comments in the text box.
 - e. Click Post, which will become active once text is entered in the text box.
 - f. The new action item only will be visible to the IBC Administrator. He/She will make it visible to the researcher as appropriate.

gorio	Destanal Astholius and	
	PTOTOCOL ACTIVITY LOG	
	PROJECT NARRATIVE	Oncogenic/toxic? \rightarrow
RY INFOR	SANTHETIC/DECOMB MILLEI & ACIDS	Action Items
ICOPE 🗸	A HALIP LIGHTRAALIN HAAPPIA NAING	 Zea. Arnold (impersonated by
OURCE(S) 🗸	In the table below, enter all synthetic or recombinant nucleic acids (s/rNA) (both control and experimental) that will be used in this project. DO NOT re-enter any plasmids used to produce recombinant viruses already listed in any of the viral expression system tables above.	Fuselier, Taylor) 02/11/22 - 4:15PM
a. 🗸		Please add a plasmid map
SULATORY _ 🗸		Admins Assigned Reviewers Researchers
ACTIVITY _ 🗸	NA NAME TO NA TYPE TO GROUP TO PRODUCT/TARGET TO SOURCE SPECIES	- Hide Replies C2b
IARRATIVE	Action Item pc Plasmid (recombinant) Control Receptor Human	Smith, Alison (impersonated
RECOMB _ 1	Does any s/rNA (including viral expression plasmids) used in this study encode for an oncoprotein or otherwise product a product that may be toxic to	by Fuselier, Taylor)
ANISMS/I_ 🗸	cells, aimais, or humans?	we added the map
CONCENT ✓	™ CZd	
/ & SHIPM 🗸		
ISMENT/S 🗸	MICROORGANISMS/INFECTIOUS AGENTS	
Manage Prot	bcols → IBC: #1340 Testing a Review	
	Protocol Activity Log	
	PROJECT NARRATIVE	Oncogenic/toxic? →
		Action Items
RY INFOR 🗸	SYNTHETIC/RECOMB NUCLEIC ACIDS	
	In the table below, enter all synthetic or recombinant nucleic acids (s/rNA) (both control and experimental) that will be used in this project.	Even Arnold (impersonated by 02/11/22 - 4:15PM U2/11/22 - 4:15PM
JURCE(S)		Please add a plasmid map
ULATORY _ V		Visibility Admins Assigned Reviewers Researchers
	NA NAME TO NA TYPE TO GROUP TO PRODUCT/TARGET TO SOURCE SPECIES T	Show Replies (1 replies)
ARRATIVE	Action Item op pc Plasmid (recombinant) Control Receptor Human	
RECOMB _ 1		
ANISMS/L. 🗸	cells, animals, or humans?	
Manage Prote	cols → IBC: #1340 Testing a Review	
	Protocol Activity Log	
	PROJECT NARRATIVE	•
		Oncogenic/toxic? →
Y INFOR 🗸	SYNTHETIC/RECOMB NUCLEIC ACIDS C2C	Action Items
OPE 🗸	In the table below anter all sumbatic or recombingent nucleic solid (r/MA) (both control and concolmental)) that will be used in this worker.	
URCE(S) 🗸	In one users determ, enter an aymeters of recombinant indicent actus (streng journ control and experimental) that will be used in this project. DO NOT re-enter any plasmids used to produce recombinant viruses already listed in any of the viral expression system tables above.	
~		
JLATORY 🗸		Visibility Admins
	NA NAME 〒 NA TYPE 〒 GROUP 〒 PRODUCT/TARGET 〒 SOURCE SPECIES	Cancel
	Densis (manual)	
	Action Item	
	Action tiem pc Plasmid (recombinant) Control Receptor Human Human Does any s/rkA (including viral expression plasmids) used in this study encode for an encoprotein or otherwise produce a product that may be toole to	C2e

- 3. Instead of commenting on each individual Action Item response/revision by the researcher, **especially if all the revisions are acceptable**, you may simply...
 - a. Click on the General Action Items tab and...
 - b. Leave a single note for the IBC Admin.

← Back Manage Proto	cols \rightarrow IBC: #13	340 Te	sting a Review												
	Protocol Activ	ity Log													
Jump to:	OTHER REGULA	ATORY /	APPROVALS										^	E A	ction Items Summary
PRELIMINARY INFOR.	Please note: A re	search p	roject may not be initiated	until approve	d by all applicable co	mpliance comn	hittees.					Ca	a	0 A	dmin Notes & F 1
PROJECT SCOPE	In the table below,	please i	ndicate the status of the re	eview by othe	r compliance commit	tees (IACUC, IR	B, etc.):						14	G	eneral Action Items
FUNDING SOURCE(S)												Columns		e Pi	int
PERSONNEL 🗸															
OTHER REGULATORY _ ✓			COMMITTEE	Ŧ	NON-LSUHSC OVERS	IGHT =	STATUS	= s.	STUDY ID	3	CERTIFICAT	E OF APPROVAL =			
RESEARCH ACTIVITY _ 🗸	Action Item	•	IACUC				Application in Preparation								
PROJECT NARRATIVE	4											÷			
SYNTHETIC/RECOMB (2)															
MICROORGANISMS/I 🗸	RESEARCH AC	ΓΙVITY Ι	LOCATIONS												
DILUTION & CONCENT.															
6 Back Manage Proto	eele	10 T-													
	$cos \rightarrow cos$, $a \rightarrow c$		sting a Review												
	Desteasi Astivi	sau re	sting a Review												
	Protocol Activi	ity Log	sting a Review												
Jump to:	Protocol Activi	ty Log	sting a Review									General Action	Item	s	÷
Jump to:	Protocol Activi	ity Log	Sting a Review								-	General Action	Item	s	→
Jump to: PRELIMINARY INFOR.	Protocol Activi	ity Log	Sting a Review	until approve	ed by all applicable co	mpliance comr	nittees.					General Action	Item	S	→ Action Item
Jump to: PRELIMINARY INFOR ✓ PROJECT SCOPE ✓ ENUMPACE SCOPE	Protocol Activi	ity Log ATORY A search p	sting a Review	until approve	rd by all applicable co	mpliance comr	ultees.				- 1	General Action Action Items Zea, Arnold (Impe Fuselier, Taylor)	Item	s d by o:	→ Action Item 2/11/22 - 3:36PM :
Jump to: PRELMINARY INFOR. PROJECT SCOPE FUNDING SOURCE(5)	Protocol Activi	ity Log ATORY A search p	STING & REVIEW	until approve	rd by all applicable co r compliance commit	mpliance comr	vittees. 18, etc.):				İ	General Action Action Items Zea, Arnold (impe Fuselier, Taylor) For Committee What is 19 reason?	Item: ersonate	S Ind by 02 Trent BSL2+	→ Action Item 2/11/22 · 3:36PM I conditions for Cavid-
Jump to: PRELMINARY INFOR. PROJECT SCOPE FUNDING SOURCE(S) PERSONNEL OTHER BEFUNATORY	Protocol Activi OTHER REGULA Please note: A re In the table below,	ity Log ATORY A search pr please in	STING & REVIEW	<i>until approve</i> eview by othe	<i>Id by all applicable co</i> r compliance commit	mpliance comr ttees (IACUC, IF	%ilees. 18. etc.):			 Column 	8	General Action Action Items Zea, Arnold (Impe Fuselier, Taylor) For Committee What I 19 research?- o Vability	Item: ersonate	S rd by 02 rent BSL2+	Action Item 2/11/22 - 3:36PM conditions for Covid-
Jump to: PRELMINARY INFOR_ ✓ PROJECT SCOPE ✓ FUNDING SOURCE(S) ✓ PERSONNEL ✓ OTHER REGULATORY _ ✓	OTHER REGULA Protocol Activ OTHER REGULA Please note: A re In the table below,	ATORY A search p	APPROVALS roject may not be initiated indicate the status of the ro	until approve	rd by all applicable co	mpliance comr tees (IACUC, If	villees. 18. etc.):		-	Column Springer Art of Labor	s	General Action Action Items Case, Arnold (impe Fuselier, Taylor) For Committee: What if 19 research? Visibity Admins	Item: ersonate s the cur	S rd by _O ; rent BSL2+	Action Item 2/11/22 - 3.3GFM conditions for Covid-
Jump to: PRELMINARY INFOR_ ✓ PROJECT SCOPE ✓ FUNDING SOURCE(S) ✓ PERSONNEL ✓ OTHER REGULATORY _ ✓ RESEARCH ACTIVITY _ ✓ PON INCT VARORTIVE	Protocol Activ OTHER REGULA Please note: A re In the table below,	ATORY A search p	APPROVALS	until approve	rd by all applicable co r compliance commit unsc oversiont ====================================	mpliance comr tees (IACUC, IR STATUS	nillees. 18. etc.): ∓ STUDY ID		÷	Column	s WAL 7	General Action Action Items Care, Arnold (import Purelies, Taylor) For Committee What I 19 research? Vability (Ammin)	Item: ersonate s the cur	S rd by 0: rent BSL2+	→ Action Item 2/11/22 - 3.36PM : conditions for Covid- Resolved
Jump to: PRELMINARY INFOR_ ✓ PROJECT SCOPE ✓ FUNDING SOURCE(S) ✓ PERSONNEL ✓ OTHER REGULATORY _ ✓ RESEARCH ACTIVITY _ ✓ PROJECT NARRATIVE SWITHET/CRECOMB	Protocol Activi OTHER REGULA Please note: A re In the table below,	ATORY A search pu please in	APPROVALS APPROVALS COMMITTEE LACUC	until approve sview by othe 후 NON-LS	nd by all applicable co r compliance commit UHSC OVERSIGHT	mpliance comm tees (IACUC, II STATUS Application	tillees. 18, etc.): ∓ STUDY ID		Ŧ	Column	s VAL ²	General Action Action Items Care, Arnold (impr Fur Generative, Twist) For Committee What I 19 research? Vability (Amms)	Item: rsonate s the cur	S rd by 0; rent BSL2+	Action Item 2/11/22 - 3.36PM conditions for Covid- Resolved 2/11/22 - 4.40DM
Jump to: PRELIMINARY INFOR_ ✓ PROJECT SCOPE ✓ FUNDING SOURCE(5) ✓ PERSONNEL ✓ OTHER REGULATORY - ✓ RESEARCH ACTIVITY - ✓ PROJECT NARRATIVE SYNTHETIC/RECOME - ④ MICROPRENAMINES - ✓	Protocol Activ OTHER REGULA Please note: A re In the table below, Action Item C	ATORY A search p please in	APPROVALS APPROVALS COMMITTEE LACUC	until approve eview by othe 후 NON-LS	rd by all applicable co r compliance commit UHSC OVERSIGHT	mpliance comm tees (IACUC, II STATUS Application	tillees. 18. etc.): ∓ STUDY ID In Preparation		Ŧ	Column Column Column	s NVAL 1	General Action Action Items Can, Amold (import Fusciliar Types) For Committee What 19 research? Vability (Amms) Can, Amold (import Can, Amold (import Can, Can, Can, Can, Can, Can, Can, Can,	Item: rrsonate	S rd by 0; rent BSL2+ rd by 0;	Action Item 2/11/22 - 3.36FM conditions for Covid- Resolved 2/11/22 - 4.30PM
Jump Io: PRELIMINARY INFOR_ ✓ PRUJECT SCOPE ✓ FUNDING SOURCE(5) ✓ PERSONNEL ✓ OTHER REGULATORY - ✓ PRESEARCH ACTIVITY - ✓ PROJECT NARRATIVE SYNTHETIC/RECOMB - ② MICROORGANISMS/L ✓ DILITION A CONCENT. ✓	Protocol Activi OTHER REGULA Please note: A re In the table below,	AUTE	APPROVALS APPROVALS Approvation Approvatio	until approve oview by othe T NON-LS	rd by all applicable co r compliance commit UHSC OVERSIGHT	mpliance comm tees (IACUC, II STATUS Application	tillees. 18. etc.): ∓ STUDY ID In Preparation		÷ (Column EERTIFICATE OF APPRC	s NVAL T	General Action Action Items Can, Amold (imper Fuselice, Taylor) For Committee What 19 research?	Item: ersonate s the cur	s rd by 0: rent BSL2+ rd by 0; Please app	Action Item 2/11/22 - 3.36FM conditions for Covid- Resolved 2/11/22 - 4.30FM ir rrow the application.
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Jump Io: PRELIMINARY INFOR_ ✓ PROJECT SCOPE ✓ FUNDING SOURCE(5) ✓ PERSONNEL ✓ OTHER REGULATORY _ ✓ RESEARCH ACTIVITY _ ✓ PROJECT NARRATIVE SYNTHETIC/RECOMB _ ③ MICROORGANISMS/L _ DILUTION & CONCENT_ ✓ INVENTORY & SHIPM_ ✓	Protocol Activi OTHER REGULA Please note: A re In the table below, RESEARCH ACT In the table below,	AU Te ty Log ATORY # search pi please in FIVITY L enter all	APPROVALS noject may not be initiated committee committee iACUC .OCATIONS LSUHSC-NO and external	until approve eview by othe 로 NON-LS	rd by all applicable co r compliance commit UHSC OVERSIGHT 호 were research activitie	mpliance com tees (IACUC, II status Application	tillees. 18, etc.): Trupy ID Preparation cted and/or research materia	als stored.	<u> </u>	Column ZERIFICATE OF APPRC	• • • • •	General Action Action Items Catalon Items Catalon Items Face Annold (impression) For Committee What in 9 research?	Item:	S Id by 0; rent BSL2+ Id by 0; Please app	Action Item 2/11/22 - 3.36FM Covid- Conditions for Covid- Cov

4. When finished, submit the review then click the Submit Review in the pop-up window.

← Back Manage Prot	ocols → IBC: #1340 Testing a Review		
	Protocol Activity Log		
Jump to: PRELIMINARY INFOR. PROJECT SCOPE FUNDING SOURCE(S) PERSONNEL OTHER REGULATORY	OTHER REGULATORY APPROVALS Please note: A research project may not be initiated until approved by all applicable compliance committees. In the table below, please indicate the status of the review by other compliance committees (IACUC, IRB, etc.): 	C4 C4 Columns vxxL ▼	Action Items Summary Admin Notes & F 3 Submit Review General Action Items 5 Print
DILUTION & CONCENT.	RESEARCH ACTIVITY LOCATIONS		
Eack Manage Pro	bools IBC: #1340 Testing a Review Protocol Activity Log SYNTHETIC/RECOMB NUCLEIC ACIDS Incogenic/toxic?	Resolved	Action Items Summary Admin Notes & F 1 Submit Review General Action Items 1
PERSONNEL OTHER REGULATORY RESEARCH ACTIVITY PROJECT NARRATIVE SYNTHETIC/RECOMB MICROORGANISMIS/ DULTON & CONCENT	o VOUR ANNYMOUS COMMENTS:		Print
INVENTORY & SHIPM	VICROORGANISMS/INFECTIOUS AGENTS		
NIH GUIDELINES SECT	elect agents (microbes)?		
SUPPORTING DOCUM			
PI CERTIFICATION & S_	2 Zea, Arnold (impersonaled by Fuselier, Taylor) 02/11/22 - 331PM	C4 ·	
	< Cancel	Submit Review	

5. Once submitted, the **Submit Review** tab will no longer be available.

	Protocol Activity	Log											
imp to:	OTHER REGULAT	ORY APP	PROVALS										Action Items Summa
RELIMINARY INFOR 🗸	Please note: A rese	arch proje	ect may not be initiated	until approved	l by all applicable complianc	e comm	ittees.						Admin Notes & F
ROJECT SCOPE	In the table below pl	ease indic	cate the status of the r	eview by other	compliance committees (1A	CUC, IRE	1, etc.):						
	m are cable below, pr												Larger Larger
UNDING SOURCE(S)	in the table below, p										O Colu	umns	e Print
INDING SOURCE(S) 🗸	in the labe below, p										 Colu 	umns	C5
NDING SOURCE(S) 🗸 RSONNEL 🗸 HER REGULATORY – 🗸	n one table below, p		COMMITTEE	Ŧ	NON-LSUHSC OVERSIGHT	Ŧ	STATUS	Ŧ	STUDY ID	Ŧ	Colu	umns Ŧ	C5
NDING SOURCE(S) V RSONNEL V HER REGULATORY - V SEARCH ACTIVITY - V	No Action Items	0	COMMITTEE	Ŧ	NON-LSUHSC OVERSIGHT	Ŧ	STATUS Application in Preparation	Ŧ	STUDY ID	÷	Colu CERTIFICATE OF APPROVAL	umns Ŧ	C5

6. An email notification of review completion will be sent to the IBC Office. **Please Note:** Additional cycles of resubmission and review may be necessary before a final determination is made.

D. REVIEWING AMENDMENTS

Investigators submit proposed modifications to an approved protocol in Kuali by a two-step process: first by completing a short Amendment Form indicating the type(s) of modification(s) requested and the rationale for each modification; and then by directly modifying (editing) relevant sections of the most recently approved version of the Protocol Form. As a reviewer, you will need to evaluate changes described in both the Amendment and Protocol Forms.

- 1. After accessing the protocol as described in <u>Section A</u>, please note the following:
 - a. You have access to **multiple versions of the protocol**; make sure you are reviewing the appropriate version.
 - b. As with resubmitted protocols (Section C), check **Compare Versions** to view 'track changes' text. Once this field is checked, the version being compared to is listed
 - c. Using the left side panel, you can jump to the Amendment Form or to different sections of the Protocol Form.

	← Back Manage Proto	ocols \rightarrow IBC: #1354 test 3.2.22	2 amended title			
		Protocol Reportable Events A	ctivity Log			
	Jump to: D1C Amendment PRELIMINARY INFORMATION PROJECT SCOPE	IBC: #1354 test 3.2.22 = Selected Version: 4 Amendment Submitted for Review 4 Amendment Submitted for Review	amended title	D1b Compare a Version: 3 Amended Approved	D1b Compare Versions	 Action Items Summary Admin Notes & Files Submit Review General Action Items Print
11-	FUNDING SOURCE(S)	3 Amended Approved 2 Amendment Meraed Amendment			Show Less 🔨	
)TC	OTHER REGULATORY APPROV	1 Initial Superseded	Review Type Designated Member Review	Status Submitted for Review	Time in Current Status Since March 3 – a month	
	PROJECT NARRATIVE USE OF ANIMALS	Approval Date	Continuing Review Date Mar 01, 2023	Expiration Date Mar 01, 2027	Initial Approval Date Mar 02, 2022	
	INVENTORY & SHIPMENT RISK ASSESSMENT/SAFETY P	Initial Review Type Full Committee				

- 2. Scroll through both the Amendment Form and the Protocol Form to identify modifications
 - a. New text will be in green font; original text, if any, will be in red font and crossed out.

← Back Manage Pro	tocols \rightarrow IBC: #1354 test 3.2.22 amended title	
	Protocol Reportable Events Activity Log	
lump to:	Description & Justification	Action Items Summary
Amendment	Please list each proposed modification numerically. Then provide a detailed description of, and justification for, each modification.	Admin Notes & Files
PRELIMINARY INFORMATION	test V3 Treating Amend function in protocol template with required fields. V4	General Action Items
PROJECT SCOPE		🖶 Print
FUNDING SOURCE(S)	Protocol Form Instructions	
PERSONNEL 🗸		

- 3. The review process for amendments is similar to that of full protocols. Follow the instructions outlined in sections B2 B11.
- 4. One key difference is that, unlike full protocols, amendments typically are not sent to the full committee for review. Rather, decisions on amendments are made by the IBC Chair taking into consideration comments by the reviewer and the IBC Administrator.

E. REVIEWING RENEWALS

Continuing Review (Annual Renewal) applications will be reviewed, and status determined, by the IBC Admin in consultation with the IBC Chair.

F. REVIEWING RENEWAL & AMENDMENTS

Investigators have the option to submit an amendment application concurrent with the continuing review application in Kuali. The Amendment and Renewal applications will be reviewed by the procedures described in Sections D and E, respectively. Annual renewal will not be granted until the amendment has been approved. If an amendment cannot be approved, the IBC Admin will notify the PI to submit a Renewal application ONLY.

G. REVIEWING REPORTABLE EVENTS

Once a reportable event has been submitted, the IBC Administrator, in consultation with the Chair, will assign reviewers as described for Initial Submission (Section B). You will receive an email notification of this assignment.

- 1. You can access the reportable event in one of two ways (a or b below):
 - a. Click on the protocol link in the reviewer assignment email.
 - i. On the protocol page, click Reportable Events.

← Back Manage Proto	people \rightarrow IBC: #1338 The Role of an IBC T	est				
	Protocol Reportable Events Activity Log	Permissions				
	G1ai				í	a and
Jump to:	IBC: #1338 The Role of an IBC T	est			Compare Versions	Penew
Renewal Progress Rep 🗸	Selected Version:					Renew & Amend
PRELIMINARY INFOR 🗸	11 Renewed Approved	•				Action Items Summary
PROJECT SCOPE 🗸						Admin Notes & Files
FUNDING SOURCE(S) 🗸						Request Close
PERSONNEL 🗸	Protocol Information				Show Less 🔨	Print
OTHER REGULATORY 🗸	Paulour Turne	Statue	Annousi Date	Continuing Review Date		Q
PROJECT NARRATIVE 🗸	Full Committee	Approved	Feb 07, 2022			
INVENTORY & SHIPM 🗸						
	Expiration Date	Initial Approval Date	Initial Review Type			
		Feb 04, 2022	Full Committee			

ii. On the next page, click on the event.

← Back Manage Protocols → IB	IC: #1338 The Role of an IBC	Test				
Protocol	Reportable Events Activity Log	Permissions				
Reportable Events						Report an Event
Q = Saved Filters -						
Event Type G1aii	Description	Sta	atus	Event Date	Recorded Date 👻	
None	A problem occured.	Sut	bmitted		February 14, 2022	
1 of 1 reportable events						Load 25 at a Time 👻

- b. Log into Kuali as described in Section A.
 - i. Click on the **Protocols button**.

5	5*	=,	G1bi
Research Home	Conflict of Interest	Protocols)

ii. Click Events Assigned to Me.

+	▶ Hide Menu	Protocols
Ē) Manage Protocols	
2 ,	Protocols Assigned to Me	include all protocol versions P Export to CSV
\$	Events Assigned to Me	G1bii
Ē) Meetings & Agendas	Q Search Advanced Filter
		Title Number PI Name Submission Review Type Status Assignment Continuing Review
		rype v bate
		Clinical Assessment of the Effectiveness of Gabapentin as an Analgesic 1247 Birke, Agent for Mice for Ulcerative Dermatitis. 1247 Leslie New Progress

iii. Click the event.

↔	Hide Menu	Protocols					
e	Manage Protocols						
2,	Protocols Assigned to Me						
2,	Events Assigned to Me	Event Type G1DIII	Description	Status	Event Date	Recorded Date 👻	
rittin	Meetings & Agendas	None	A problem occured.	Submitted		February 14, 2022	
		1 of 1 protocols					Load 25 at a Time 👻

- 2. The **Reportable Events Form** will display.
 - a. Review the information provided by the researcher.
 - b. If necessary, you may view the protocol.
 - c. Click Submit Review.

	Introd	luction											
mp to: eportable Event	State a Use th expose Guides Please	and LSUHSC policies requir is Reportable Event Form C e individuals to IBC-regulat <i>lines</i> , institutional policies a e refer to the IBC website or	e reporting INLY to sub ed material ind/or IBC p contact th	of all incidents and accid mit reports of events ass s including, but not limite policies or the approved p e IBC Office (IBCOffice @	dents as desc ociated with rd to, recomb protocol. Isuhsc.edu) i	ribed here by the Departmen a research study subject to I inant or synthetic nucleic aci f you have any questions abc	at of Envi BC overs Ids, infec	ronmental Health and Safe ight. Reportable events inc tious agents and toxins, bu orm or the events that need	ly. Iude not or t also <i>non</i> - I to be repo	nly <i>incidents</i> that potentially <i>compliance</i> with the NIH orted using this form.	ŝ	Submit Rev Activity Li View Proto	
	Event	Identification	leting the ta	ible below:						⊙ Co	lumns		
		DATE	$\overline{\tau}$	LOCATION	Ŧ	EVENT TYPE	Ŧ	AGENT TYPE	Ŧ	SPECIFIC AGENT	Ŧ		
G2a	•	February 1, 2022		Lions Eye 489		Personnel exposure		Infectious agent Biological toxin		Ricin and Adenovirus			
	Event In this	Description	brief overvi	ew/summary of the even	t and then an	swer specific follow-up ques	itions. Th	e summary and responses	to the sub	sequent questions should b	e		

3. **NOTE:** Unlike for review of the protocol itself, review of reportable events does not provide the option for entering individual action items.

a. **Enter all your comments**, including any additional information you may require from the researcher, in the **Submit Review** text box that appears after Step 2c. Once you have entered all your comments, click **Submit** on the pop-up box.

← Back Report Event for Pro	tocol	
	Introduction	
Jump to: Reportable Event	State and LSUHSC policies require reporting of all incidents and accidents as described here by the Department of Environmental Health and Safety. Use this Reportable Event Form ONLY to submit reports of events associated with a research study subject to IBC oversight. Reportable events include not only incidents that potentially expose institutional policies and/or IBC policies or the approved porteout Please refer to the IBC website or cost Submit Review Communt Please identify the event by completing Gaa	Submit Review Submit Review Submit Review View Protocol Print
	DATE SPECIFIC AGENT T	
	February 1,2022 February 1,2022 Ricin and Adenovirus	
	Event Description	

4. Once the review is submitted, the IBC Admin will facilitate any requested revisions from the researcher and also place the event on the agenda for the next IBC meeting.

H. REVIEWING CLOSURES

Closure Requests will be reviewed and approved, if appropriate, by the IBC Admin in consultation with the IBC Chair.