

eIBC Program User Guide

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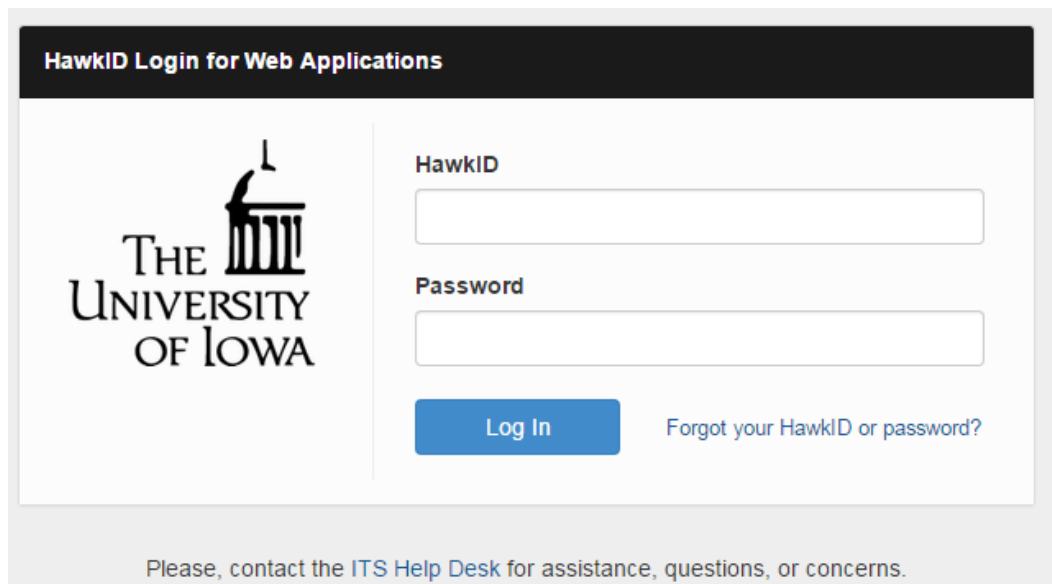
A. eIBC Registration Document Management System

- To access eIBC Registration Document Management System, enter or copy/paste the following url in your web browser: <http://eibc.research.uiowa.edu>
- The eIBC team has tested the program function using Internet Explorer, Mozilla/Firefox, Google Chrome, and Safari. Additional browsers may or may not have full function.
- The eIBC team recommends the use of the Mozilla/Firefox or Google Chrome web browsers in order to take advantage of some of the navigation features available.
- If internet Explorer is used for completion of the form, the size of the boxes cannot be adjusted. For entries that are more than a few sentences long, it is recommended to use a word processor program (such as Word) to write your entry, and then copy and paste the text into the text box. Please note that only text and not formatting (bold/underline/italicized font, page breaks, images, etc.) can be pasted in the text box.

B. Logging in and out of eIBC

Logging in to eIBC

- Enter or copy/paste the following url in your web browser:
<http://eibc.research.uiowa.edu>
- Log in using your HawkID and password



The screenshot shows a login page titled "HawkID Login for Web Applications". On the left is the University of Iowa logo. On the right, there are two input fields: "HawkID" and "Password". Below the "HawkID" field is a blue "Log In" button. To the right of the button is a link that says "Forgot your HawkID or password?". At the bottom of the page, there is a footer that reads: "Please, contact the [ITS Help Desk](#) for assistance, questions, or concerns."

Logging out of eIBC

- Since eIBC provides access to multiple systems using a single login, you will need to end your session by closing your browser. This will ensure that anyone using your computer will not automatically be logged in as you when they use your browser to go to research administration websites.
- Note: Logging out of other research administration sites may disrupt your single sign-on experience.

C. Home Page

The screenshot shows the eIBC Home Page with a navigation bar at the top containing links for Home, Help, User Guide, Contact, Authorizations, More links, and a Logged In As dropdown. The main content area is titled "Start New rDNARD Protocol" and includes a "New rDNARD" button. Below this is a "Find an Existing Protocol" section with search criteria: "rDNA Protocol #" (input field), "PI/CoPI/Technician Search" (input field with placeholder "Enter HAWKID or Last Name to Begin Search"), and "Protocol Title" (input field). A note next to the PI/CoPI search field states: "Enter the HAWKID or at least three characters of the last name to start you search. Do NOT press Enter, wait for the spinning icon to display. It will take a few seconds to complete the search. Add additional characters to limit the search results in the format lastname, firstname." There are checkboxes for Status (Draft, In Review, Revisions, Pending Assurances, Assurances Accepted, Pending IBC Review, Approved, Expired, Archived) and BioSafety Level (BSL1, BSL2, BSL3) and Animal BioSafety Level (ABSL1, ABSL2, ABSL2a, ABSL2c, ABSL2n, ABSL3). Buttons for "Add Filters", "Search", and "Clear Search Fields" are present. At the bottom, there is a "Show 20 entries" dropdown and a "Refine Search Results" input field. A table displays search results with columns for Protocol #, PI Name, Protocol Title, Expiration Date, and Status.

Protocol #	PI Name	Protocol Title	Expiration Date	Status
120299			12/05/16	Draft
130240			01/16/17	Draft
140012			01/30/17	Draft

- From the eIBC home page, you can:
 - Start a new rDNA protocol (See Section E).
 - Perform a search of existing rDNA Registration Documents (rDNARD) for which you have access

- Access the [Protocol Summary Page](#) (described below) of existing rDNARD by clicking on the [blue](#) rDNA protocol number from the list of rDNA protocols at the bottom of the page. From the Protocol Summary page you can:
 - View/Print an existing rDNA protocol
 - Copy an existing rDNA protocol to create a new rDNA protocol
 - Renew an existing rDNA protocol and submit it for IBC review
 - Edit an in-progress (draft) rDNA protocol and/or submit for IBC review
 - Submit an Amendment to an existing rDNA protocol
 - Review the status of an rDNA protocol undergoing IBC review
- Utilize the Toolbar at the top of the page to:
 - Access the Help page, which includes documents for navigation assistance
 - Access the eIBC User Guide
 - View contact information for Biosafety Staff.
 - View/Manage [Personnel Authorizations](#) for access to your rDNA protocol(s)

D. Protocol Summary Page

- From the eIBC Home page, click on the [blue](#) rDNA protocol number from the list of rDNA protocols at the bottom of the page.

Protocol#: 080073
 PI: Sinn, Haley W
 Title:
 Approval Date: 08/31/2012
 Expiration Date:
 Archive Date:

Protocol #	Date Submitted	Approval Date	Status	Amendment Summary	?
080073		08/31/2012	Approved		Action -

- View
- Compare
- Edit
- Renew
- Copy
- Amend

right side of the display is the “Action” button; click the button to see a menu of actions available for that rDNA protocol.

Note: Not all actions are available at all times. For example, while the status is “In Review” an rDNA protocol cannot be edited by the researcher, thus the “Edit” option will not be available.

Menu Options:

- **View:** This action allows a user with read-only access to view all sections of the rDNARD. A printable pdf may also be produced by accessing the document using this action and clicking the PDF icon at the bottom of a section. The PDF created however, will not contain documents that are attached to the rDNARD.
- **Compare:** This action allows a user to compare the most recent version of the rDNARD to a previous version (draft, approved, etc.). This action may be useful for determining what changes have been made during IBC review or an amendment proposal.
- **Edit:** This action allows an authorized user to make and save edits to any section of the rDNARD or amendment currently in draft or revisions status.
- **Copy:** This action allows an authorized user to start a new rDNARD by copying the majority of an existing rDNARD for the purpose of submitting a new rDNA protocol. All sections will be copied, except for certain information (including protocol number, health considerations, and dual use information). All appropriate edits may then be made in the newly created rDNA protocol prior to submission for IBC review.
- **Withdraw:** This action allows an authorized user to withdraw a submitted rDNA protocol or Amendment that is currently under IBC review. Withdrawing a submitted document will remove it from the review process entirely.
- **Renew:** This action allows an authorized user to start a renewal rDNA protocol from the currently approved version of an rDNARD for the purpose of continuing the same project. All pertinent information (including health considerations and dual use information) will be transferred to the new draft. All appropriate edits may then be made in the newly created renewal rDNA protocol prior to submission for IBC review.
- **Amend:** This action allows an authorized user to begin a draft amendment to an approved rDNARD. This action is only available on an approved document for which an amendment is not currently in draft or under IBC review. Any number of modifications can be made in a given amendment request; however, only one amendment request can be initiated/in review at a time.

- **Delete:** This action allows an authorized user to permanently delete a draft version of an rDNA protocol or amendment. Once an rDNA protocol or amendment is under IBC review, it cannot be deleted without first being withdrawn. This action cannot be reversed.
- **Workflow:** This action allows an authorized user to see the workflow history of the rDNARD; the dates of submission, approval, and the review process can be viewed.

Home Help User Guide Contact Authorizations More links - Logged In As: [REDACTED] THE UNIVERSITY OF IOWA eIBC

Protocol#: 151002
PI: Sreedharan, Aswathy
Title: Sample Protocol 1
Approval Date: 07/20/2015
Expiration Date:
Archive Date:

Protocol #	Date Submitted	Approval Date	Status	Amendment Summary	?
151002	07/20/2015	07/20/2015	Approved		Action -

Action	Date	Submitted By
Approved	07/20/2015 03:05 pm	Sreedharan, Aswathy
Assurances Accepted	07/20/2015 03:03 pm	Sreedharan, Aswathy
Pending Assurances	07/20/2015 03:02 pm	Sreedharan, Aswathy
Ready for Review Committee	07/20/2015 03:02 pm	Sreedharan, Aswathy
Submitted	07/20/2015 03:01 pm	Sreedharan, Aswathy
Request to Investigator For Information	07/20/2015 02:59 pm	Sreedharan, Aswathy
Submitted	07/20/2015 02:58 pm	Sreedharan, Aswathy

- View
- Compare
- Edit
- Renew
- Copy
- Amend
- Workflows

E. Navigation of the eIBC Protocol

- To start a new rDNA protocol form a blank form, click the “New rDNA Protocol” button at the top of the eIBC homepage.

Note: In order to start a new rDNA protocol for a PI other than yourself (including “copy” or “renew”), that PI will need to grant you permission to do so using the Authorizations Manager (See [Personnel Authorizations](#)).

- The rDNA protocol is presented in several sections which are navigated using a drop-down menu on the far right of the Toolbar.

Home Help User Guide Contact Authorizations More links Logged In **Submit rDNA Protocol**

C.

Save rDNA Form

rDNA Research Registration 151002 - Draft

Submit rDNA Protocol

- When ready to submit your rDNA Protocol for IBC review, click "Submit to IBC" below.
- If you do not wish to submit this rDNA Protocol for IBC review, your entries will be saved. You may return to edit and/or submit your rDNA Protocol at any time by logging in and using the rDNA Protocol search feature.
- Allow up to **four weeks** from submission for the processing of each rDNA Protocol.
- Following submission, you will receive an e-mailed confirmation of receipt by the Biosafety Office.
- You will be notified by e-mail if action is required (e.g. requested revisions, clarification). Your attention to these notifications and prompt response is required to prevent delay of your rDNA Protocol review and approval.
- For questions or concerns when filling out the rDNA Protocol form: Contact Biosafety Staff at ehs-rdna@uiowa.edu or (319) 353-5678.

Current Protocol Status: Draft

Your rDNA Protocol contains 1 sections with errors and cannot be submitted. Review the menu for incomplete sections (indicated by a caution sign and circle with a number). These numbers indicate errors which must be corrected prior to submission.

Submit to IBC

Save rDNA Form

« Previous section Next section »

Comments
Start a new discussion


Create Comment

- General Information
- Principal Investigator
- Lab Locations
- Inserts, Vectors, & Hosts
- Health Considerations
- Project Details
- Guidance to Determine Classification
- Attachments 1
- Submit rDNA Protocol**
- Assurances
- Office Use
- PDF

- Each section can be accessed by clicking on the section title in the drop-down menu from the toolbar, or using the previous/next section buttons at the bottom of each section. (For explanation of the symbols beside each section title, see [Submitting your rDNA protocol](#) below).
- The rDNA protocol is saved each time a new section is loaded (using the previous/next section or dropdown menu).
- The protocol can also be saved during work in progress by clicking the "Save rDNA Form" button at the top or bottom of the page.

F. Answering rDNA Protocol Questions

- This form includes many "Smart" questions, for which the response to one question will affect the presence or absence of subsequent questions. As a result, many of the question numbers will not be sequential; this is not a mistake or problem in the form, but a way to reduce the number of irrelevant questions a user has to answer.

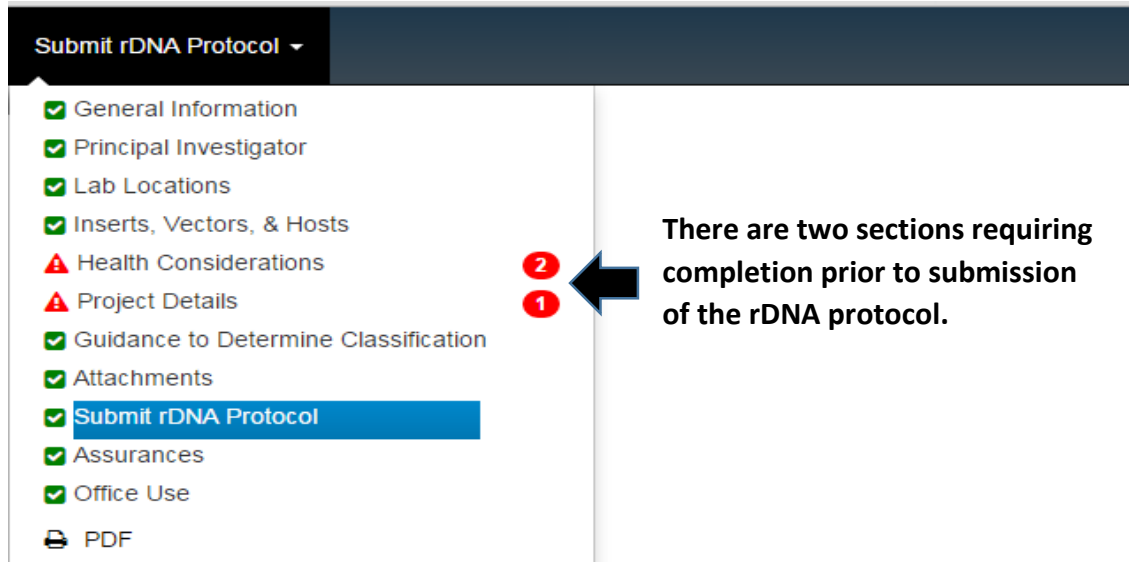
- Help icons  and [blue text links](#), which link to additional information regarding the question, are located throughout the rDNA protocol. Clicking these icons/links will bring up a separate web browser/tab with the appropriate help material.
- a. Dropdown Fields
 - Some fields have drop-down menus which include common responses.
 - After clicking anywhere in the field or on the arrow to the right, you can then select the appropriate response by placing your cursor over it and clicking.
 - b. Keyboard-Only Use
 - If you need to move between fields without the use of mouse (i.e. Using the keyboard only), please be aware that using the “up” or “down” buttons as you navigate the page may change your selection on a dropdown menu.
 - Use the “Tab” key to move between fields and the “space bar” and “enter” keys to manipulate the dropdown menus.
 - Please note that hitting the “Enter” key when working in a text-entry field will activate the “Save rDNA Protocol” button and the webpage will be refreshed after saving.
 - c. Text Fields
 - Large text boxes can be expanded by clicking/holding the mouse button on the bars in the bottom right corner and dragging it to the appropriate size. In some browsers/versions, this feature is not available.
 - Please note that copying and pasting text into the text box will not retain any formatting (bold/underline/italicized font, page breaks, images, etc.).
 - d. Repeated Question Sets
 - Many of the sections include repeatable sets of questions which pertain to a specific topic (Funding Source, Personnel, Lab Location, etc.).
 - Each question set is indicated by a black box surrounding the repeated area.
 - These question sets allow answers to be provided for each individual item, and additional entries can be added until all are listed.
 - For some sections, when more than one repeated set has been answered, the entries will “collapse” to make the page easy to read and navigate.
 - To expand a collapsed entry, click the header or the arrowhead to the left of the desired entry.
 - To add a new entry, click the “Add” button below the last question set; to delete an entry, click the “Delete” button at the bottom of the question set for that entry.

G. Personnel Sections

- In the three personnel sections (Principal Investigator, Co-Principal Investigator, and Technical/Student Personnel), the University of Iowa's Directory will be searched for the person being added.
- Enter the HawkID or at least three letters of the last name of the person to be added. A spinning icon will appear to indicate that the program is searching.
- Select the appropriate person from the list of names that appears.
- If too many names are found, the search can be refined by adding additional characters or adding a comma after the last name, followed by the first initial/name (e.g. Doe, John). Please select the person to be added from the directory, and refrain from selecting 'Create New Record' whenever possible. If a new record is created for a person that already exists in the directory, the system will be unable to link the user to his/her existing training records.
- Once a name for the list is selected, many of the fields will be pre-populated with that person's information from the University of Iowa Directory.
- Required training courses will be displayed depending on answers to questions as to whether the person will be actively working in the laboratory.
- Personnel training information will be automatically populated from electronic records for all paid UI employees. Please note that for unpaid students and visiting scholars with a guest ID, the training records will automatically indicate courses not complete. In such cases, the forms will be manually updated by Biosafety staff upon submission.
- If training requirements are incomplete for one or more persons, the rDNA protocol can be submitted for review; however, final IBC approval will not be granted until the appropriate training and any other information is completed for all personnel.

H. Submitting your rDNA Protocol

- After all sections have been completed, navigate to the "Submit rDNA Protocol" section in the drop-down menu.
- A spinning arrow icon will appear while the system is performing its check of each section. A notification will appear within the page if errors have been found and the protocol cannot be submitted.
- The sections containing errors can be identified by navigating to the drop-down menu in the tool bar:
 - Unanswered questions (or incomplete answers) are indicated by a red "caution" triangle and a red numeral (indicating the number of errors) next to the section title in the drop-down menu.
 - A green checkmark is used to indicate a section in which all required questions are complete.



- Once all errors are addressed, navigate back to the “Submit rDNA Protocol” section in the drop-down menu. The “Submit to IBC” button at the bottom of the page will be active only after the validation process is complete, and any incomplete information and/or errors in the form have been addressed. Click on the “Submit to IBC” button to submit the rDNA protocol for review.
- Upon submission of the rDNA protocol, a notice will be sent to EHS Biosafety Staff indicating that your rDNA protocol has been submitted and is ready for review.
- Once you have submitted the rDNA protocol for IBC review, you will no longer be able to edit the submission. Editing will be enabled upon receiving a request for revisions e-mail, or by contacting the [Biosafety Office at EHS](#) and requesting the submission be returned for revision.

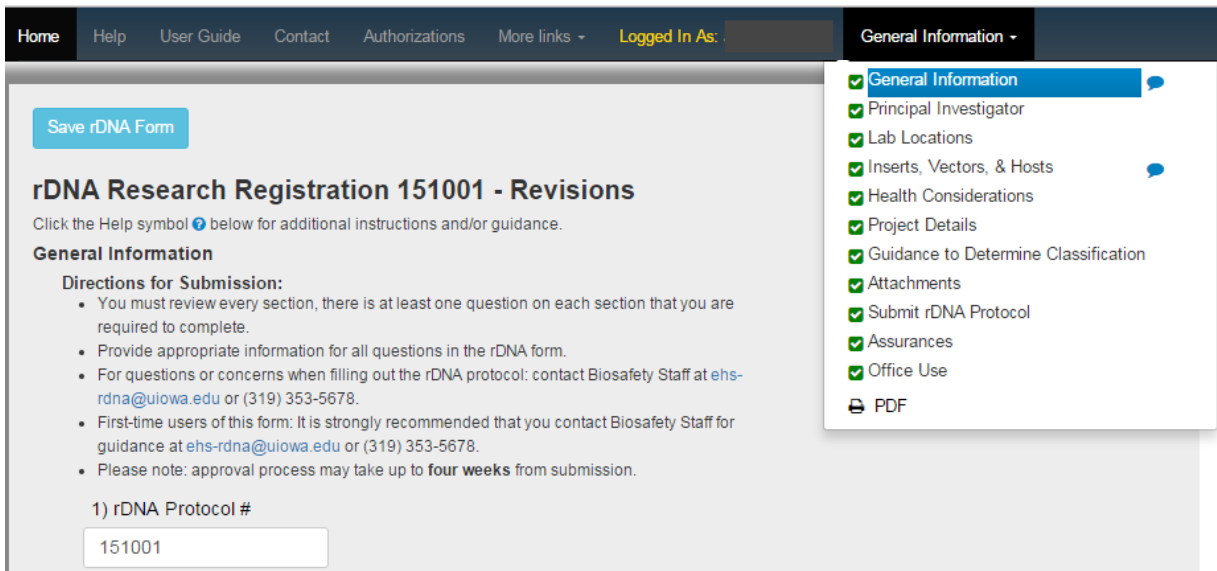
I. IBC Review Process and Assurances

- Upon receipt of the rDNA protocol, Biosafety Staff will conduct a preliminary review prior to review by the IBC.
- If additional information is needed during any stage of the review process, the rDNA protocol may be returned to the PI; an email will alert the PI and authorized personnel of the return. Requests for clarification/revision will be captured within the comment field on each section (see [Comments](#), below).
- Once the submission has been returned for revisions, you will be able to edit the rDNA protocol in order to address the comments and resubmit your rDNA protocol for further review using the same process as above.

- This revision process can be repeated as many times as needed to address potential review questions.
- Following Biosafety Staff review, the rDNA protocol will be sent to the IBC for review at their next regularly scheduled meeting. During the review process, you can access the workflow status of the rDNA protocol using the Protocol Summary Page.
- Once the rDNA protocol has completed the entire IBC review process, the PI will be notified by e-mail that the review process is complete.
- The PI can then access and read the rDNA assurance by one of two methods:
 - Click the link included in the notification e-mail.
 - Log in to the eIBC program, at the bottom on the home page click on the Protocol # associated with this rDNA protocol, choose “View” from the Action drop-down menu and navigate to the Assurances Section of the protocol using the drop-down menu at the far right of the tool bar.
- In the Assurances section, the PI must click the “Accept Assurances” button to complete the final step of the rDNA protocol submission process.
- Once the Assurances have been accepted, Biosafety Staff will send the approval letter via email.

J. Comment Field


- Requests for additional information or further clarification following protocol review will be communicated to the PI and Authorized individuals (see section below) using the Comments field provided at the end of every section. When an rDNA protocol is returned to the PI for revisions with comments, the drop down menu at the top of the page will display a “Comment” icon next to all sections with comments.



Home Help User Guide Contact Authorizations More links - Logged In As: General Information -

Save rDNA Form

rDNA Research Registration 151001 - Revisions



Click the Help symbol  below for additional instructions and/or guidance.

General Information

Directions for Submission:

- You must review every section, there is at least one question on each section that you are required to complete.
- Provide appropriate information for all questions in the rDNA form.
- For questions or concerns when filling out the rDNA protocol: contact Biosafety Staff at ehs-rdna@uiowa.edu or (319) 353-5678.
- First-time users of this form: It is strongly recommended that you contact Biosafety Staff for guidance at ehs-rdna@uiowa.edu or (319) 353-5678.
- Please note: approval process may take up to **four weeks** from submission.

1) rDNA Protocol #

- ✓ General Information 
- ✓ Principal Investigator
- ✓ Lab Locations
- ✓ Inserts, Vectors, & Hosts 
- ✓ Health Considerations
- ✓ Project Details
- ✓ Guidance to Determine Classification
- ✓ Attachments
- ✓ Submit rDNA Protocol
- ✓ Assurances
- ✓ Office Use
- PDF

- To respond to a query, navigate to that page, click on “Reply to this Comment” at the bottom of the page and after adding your response in the field available, click the “Reply” button. A new discussion may also be started at this time, by using the “Comments” text box and clicking on “Create Comment” button.

Save rDNA Form

Next section »

Comments

Start a new discussion

Create Comment

▼ Please answer yes to Qn. 5 and include previous protocol number
Aswathy Sreedharan @ 07/28/2015 11:56 AM
[Reply to this comment](#)

Reply Cancel

K. Personnel Authorizations

- A PI can authorize other personnel to access, edit/amend, and create new rDNA protocols in his/her name, by utilizing the Authorizations Manager.
 - This permission level allows the authorized individual to perform many tasks on the PI’s behalf; however, the PI remains ultimately responsible for all activity performed under the rDNA protocol.

Authorizations Summary Page

- After logging in to eIBC, select “Authorizations” from the Toolbar to access the Authorizations Summary page.
 - The Authorizations Summary page provides a list of all rDNA protocols to which you have any level of access.

- Click the arrowhead to the left of an rDNA protocol number to view all personnel with access to that rDNA protocol.

Authorizations Summary

Listed below are all rDNARDS for which you have access. You can expand the row by clicking on the triangle on the left side to view other personnel who have access to the rDNARD.

[Go to Authorizations Manager](#)

Show All

Hide All

Protocol Number

Project Title



1:1002

Sample Protocol 1

Proxy Users

The following users have been named as proxies for you through the Authorizations Manager. Users listed here have elevated access to all protocols listed above, which includes the ability to edit, renew, withdraw and amend the protocol.

Authorization Manager

- To allow other personnel to start rDNA protocols for you or to give them View access, click the “Go to Authorizations Manager” button at the top of the Authorizations Summary page.
- The PI can authorize other personnel to start and submit rDNA protocols and amendments; however, the PI remains responsible for the completeness and accuracy of all submitted information.
- To authorize someone, search for the user in the Authorize User text box by entering their HawkID or last name. Once you find the correct user, press the “Add Authorizations” button; the user will appear at the bottom of this page.

Authorizations Manager

This page contains a list of all personnel who have access to rDNA Registration Documents (rDNARD) where you are the Principal Investigator (PI). The PI can authorize others to start and submit rDNARDs; however, the PI remains responsible for the completeness and accuracy of all submitted rDNARDs. If a PI wishes to authorize another user to start and submit rDNARDs and amendments, the IBC encourages the PI to establish documented procedures within his/her research group for reviewing and approving rDNARDs prior to their submission.

[Go to Authorizations Summary](#)

Add a New User To rDNARD Authorizations

To allow someone to start rDNARDs for you or to give them View access, search for the user by entering their HawkID or last name. Once you find the correct user, press the "Add Authorizations" button. A new grid will display with a list of your rDNARDs. The new user will be given View access as a default.

Authorize User

Enter the HAWKID or at least three characters of the last name to start your search. Do NOT press Enter, wait for the spinning icon to display. It will take a few seconds to complete the search. Add additional characters to limit the search results in the format lastname, firstname.

rDNARD Authorizations

There are two ways to modify access to rDNARDs:

- 1) **To make a user's access the same for all rDNARDs** - in the first row marked "Set Default Access Level", select the level of access you want this user to have. Be sure to click "Save Authorizations" to save any changes.
- 2) **To manage a user's access to individual rDNARDs** - find the user and Protocol number in the grid that you want to change the access level for. Select the level of access you want this user to have for this rDNARD. Be sure to click "Save Authorizations" to save any changes.

Access Level Definitions

No Access: user has no access to the rDNARD

View Only: user can view and print the rDNARD and print a PDF

▶ Dockstader, Wendie A	Environmental Health & Safety	wendie-dockstader@uiowa.edu
▶ Sinn, Haley W	Environmental Health & Safety	haley-williams@uiowa.edu
▶ Sreedharan, Aswathy	Environmental Health & Safety	aswathy-sreedharan@uiowa.edu

- To allow the user to act as your proxy, start new or amend protocols with yourself as the PI, check the box in the left hand corner under their name.
- In addition to setting individuals as your proxy, there are two levels of available access to rDNA protocols. All personnel listed on your existing rDNA protocol(s) will be initially granted "View Only" access to the rDNA protocol(s) on which they are listed.
 - No Access: This person is listed on the rDNA protocol, but cannot access it via eIBC.
 - View only: This person can view and print the rDNA protocol, but cannot make changes to drafts or create Amendments.
- Proxy user: Although the access level is indicated as "View Only", the proxy user has elevated access to the protocols listed, including the ability to edit, renew, withdraw and amend the protocol.

- To set a user's access the same across all rDNA protocols, select from the drop-down menu in the 'Set Default Access Level' box, selecting the level of access you want this user to have. 'Save Authorizations' to save any changes.
- To manage a user's access to individual rDNA protocols, find the user and the protocol number in the grid that you want to change the access level for, select the level of access you want this user to have for this rDNA protocol. Click 'Save Authorizations' to save any changes.
- A list of all rDNA protocols to which you have any level of access, will be listed in the Authorizations Summary page.

Authorizations Manager

This page contains a list of all personnel who have access to rDNA Registration Documents (rDNARD) where you are the Principal Investigator (PI). The PI can authorize others to start and submit rDNARDs; however, the PI remains responsible for the completeness and accuracy of all submitted rDNARDs. If a PI wishes to authorize another user to start and submit rDNARDs and amendments, the IBC encourages the PI to establish documented procedures within his/her research group for reviewing and approving rDNARDs prior to their submission.

Go to Authorizations Summary

Save Authorizations Update Protocol List

Allow user to act as your proxy, starting new or amending Protocols with yourself as the PI. The user can also copy your Protocols to create a new protocol.

Set Default Access Level

Protocol #	Project Title	Role	Auth
151009	1223	Auth	View Only

- To change Authorizations for a listed person:
 - Click the arrowhead to the left of the person's name to expand his/her Authorization details.
 - Select the drop down at the top of the table to set a default access (applicable to all rDNA protocols listed).
 - Individual authorization levels can be managed by adjusting the drop-down menu to the right of each rDNA protocol in the table.
 - If the desired rDNA protocol to which you want to grant access does not appear (for instance, if a new rDNA protocol has been added after access levels have been set for a person), click the "Update Protocol List" button at the top of the table to refresh the list of rDNA protocols for which you can manage authorizations.

L. Amendments to an rDNA Protocol

- Once an rDNA protocol has been approved by the IBC, changes in the scope of the research or in staff require an amendment be submitted and reviewed by the IBC.

- To create an amendment to an approved rDNA protocol (now called an rDNARD), select the “Amend” action from the Protocol Summary Page.
- At the top of the “General Information” page, provide a brief description of the purpose of the amendment in the ‘Amendment Summary’ field.
- Make any other appropriate changes to the rDNA protocol and submit the amendment using the same procedures for submitting the initial rDNA Protocol.
- The “Compare” option in the Protocol Summary page will allow you to compare an amended protocol with a previous version of the protocol.

M. For Assistance

- If, at any time, you encounter difficulty completing the rDNA protocol or have questions regarding the content or the functions of the web form that are not addressed in the user guide, please contact [Biosafety Staff](#) at the Environmental Health and Safety Office.