

VERAS Guide - IBC Additional Submission Forms

Introduction

Welcome to the Vandals Electronic Research Administration System (VERAS) Institutional Biosafety Committee (IBC) module! This manual will guide you through the process of creating and submitting additional IBC Protocol submission forms (e.g., Biosafety Manual and Toxin Submission Form) to complete your IBC Protocol components. As you navigate the additional IBC submission forms, please contact the IBC (208-885-7258 or ibc@uidaho.edu) if you have any questions.

Please Note: questions with a red asterisk * are required for submission and sign-off. Validation checks at the end will take you back to any items missed for completion.

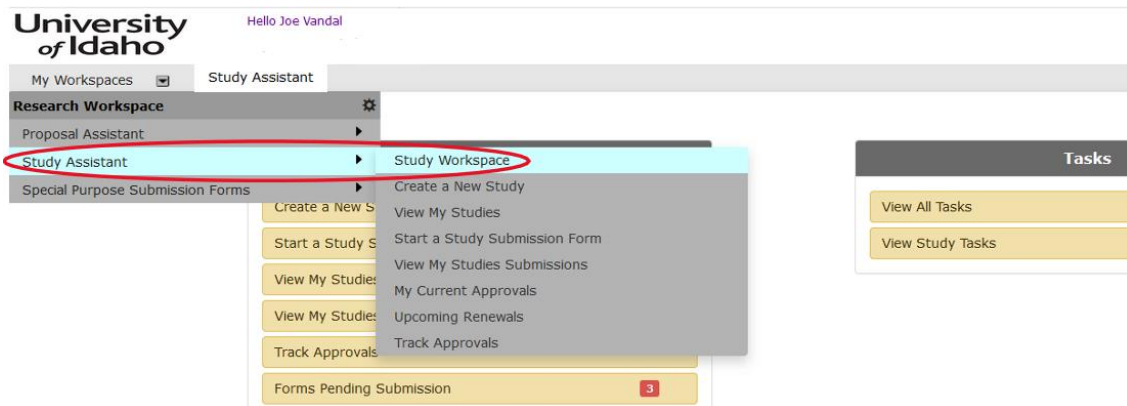
Let's get started!

Login

<https://veras.uidaho.edu/>, use your UI Network ID and password to login.

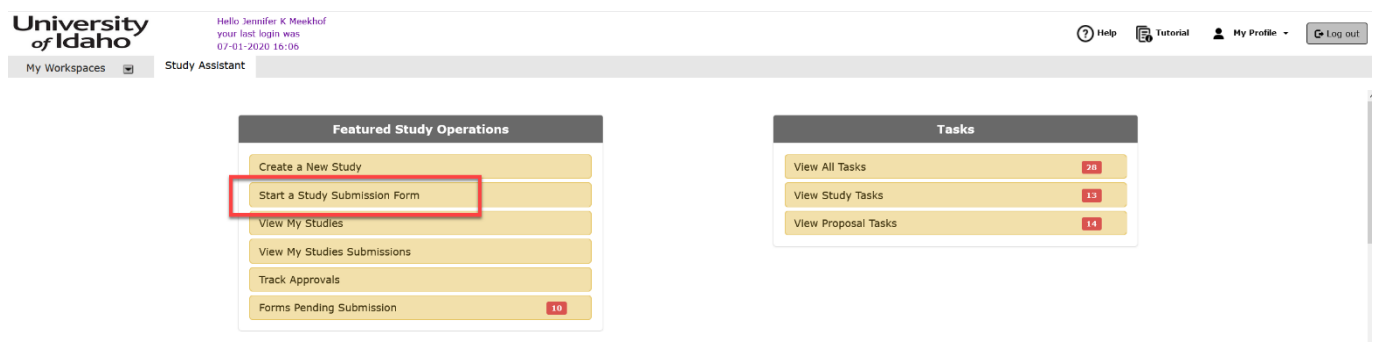
My Workspaces

You will need to work under the Study Assistant workspace. If you are not there, place your cursor over "My Workspaces", then highlight and select Study Assistant.



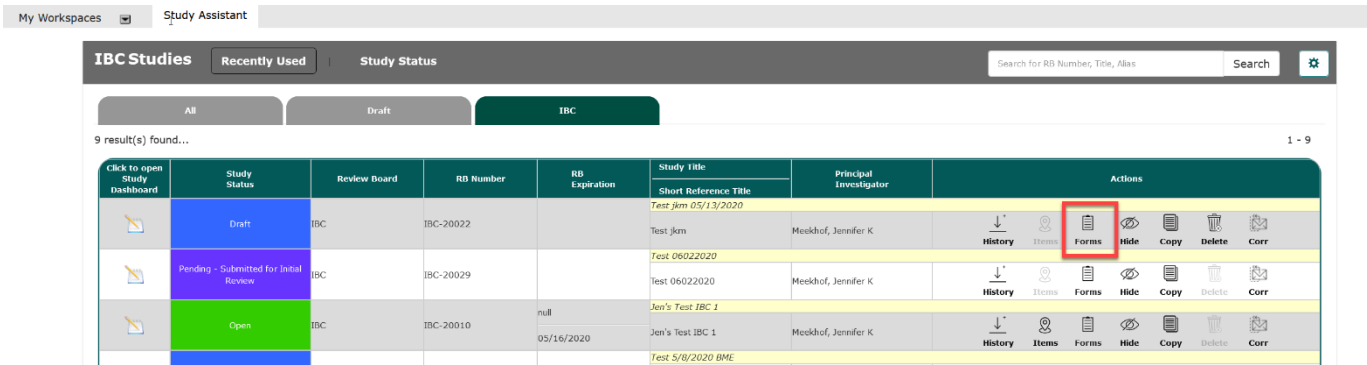
Featured Study Operations

This panel includes the most used functions. To start a Biosafety Manual (BSM) or Toxin Form, select **Start a Study Submission Form**

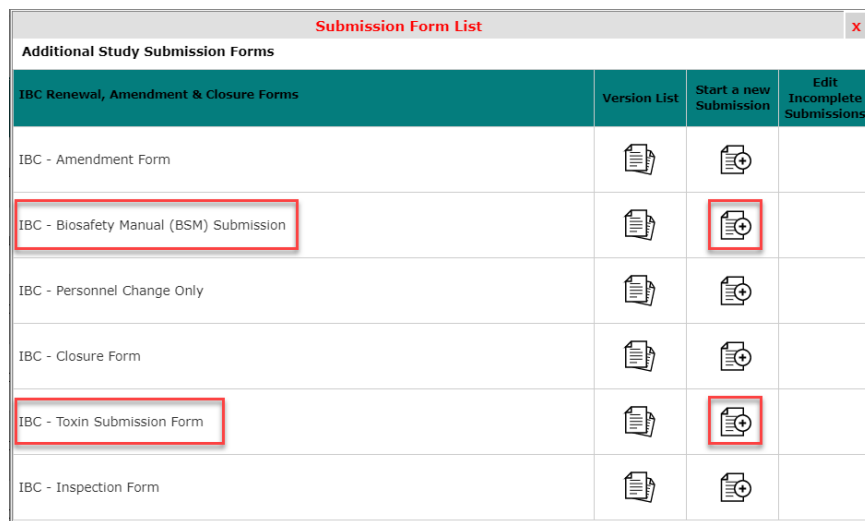


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Then find the protocol you want the BSM or Toxin form to be connected to and select the **Forms** icon. **Please Note:** You must create a draft IBC Protocol form (study application) first before you try to create the additional study submission forms.



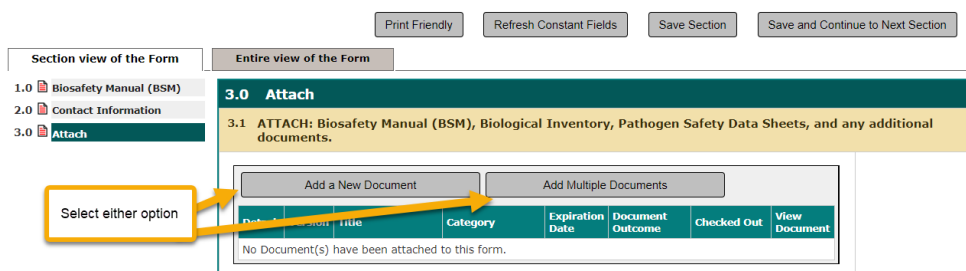
From the pop-up box, click the **Start a new Submission** icon to select the form you want to complete.



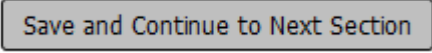
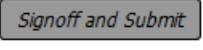
Proceed through the form, using the **Save and Continue to Next Section** button.

IBC - Biosafety Manual (BSM) Submission, Section 3.0 ATTACH

In section 3, you need to attach your Biosafety Manual (BSM), Biological Inventory, Pathogen Safety Data Sheets, and any additional documents (e.g., permits, SOP's, Maps, etc.). You can choose to *Add a New Document* or *Add Multiple Documents* to your study.

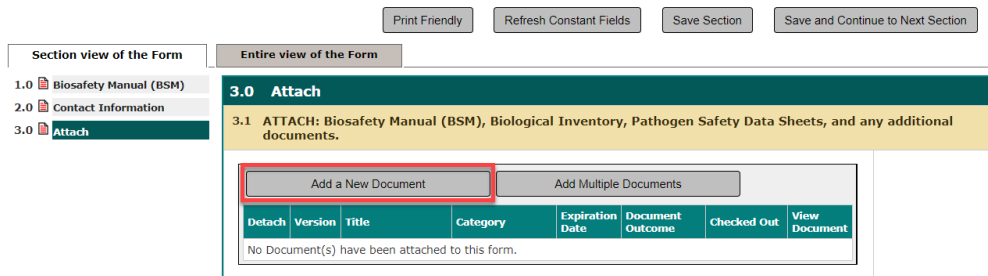


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Once all documents are updated and added select  until you reach the end of the form, then  to submit the form.

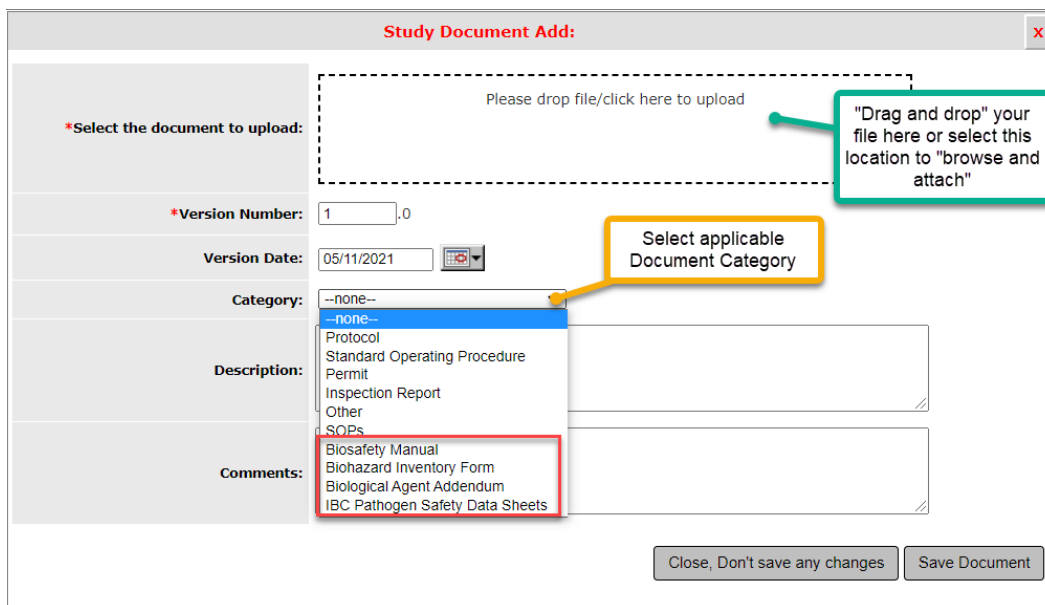
How to add New Documents


Select "Add a New Document"



Complete the applicable information and "Save Document":

- Select the document to upload: "Drag and drop" your file or select to "browse and attach"
- Version Number: This is a required field and automatically fills in as "1" but is adjustable if needed.
- Category: Select the document category from the drop-down options that best fits the type of document you are uploading.
- Description: Can provide a brief description of the document (optional)
- Comments: Can provide a brief comment of the document (optional)



For template documents, visit the help icon  [Help](#) at the top of the VERAS web browser or [IBC Forms website](#).

Signoff and Submit

- A summary of the submission will be displayed.
- For your personal record, you can save the form into a single pdf document:

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- Check the boxes under the 'Include in PDF Packet' column for each document you want to be include in the single pdf.
- Create the single pdf by selecting the 'Printable Version' icon.
- Under the *IBC Principal Investigator Agreement*, select 'Approve' and submit your form by clicking on the 'Save Signoff' button

The screenshot shows a form with the text "Joe Vandal as Principal Investigator do you Approve or Deny this submission?". There are two radio buttons: "Approve" (selected) and "Deny". To the right is a "Comments:" field with the text "Click here to add comments.". Below the form is a "Save Signoff" button. Red annotations include a "1." above the "Approve" button and a "2." next to the "Save Signoff" button, which is circled in red.

- Once you have done this your submission will be sent to IBC for review.

Note: Other study roles may author any of the IBC forms. Instead of seeing the approve and signoff as above, other study roles besides the PI, will need to select "Notify PI to Signoff." The PI will receive an email and home screen task notification to review and signoff on the submission. The PI must signoff on the submission before it is sent to the IBC for review and approval.


Form has been Completed!

Please select the Signoff button below to submit your application/form. ** Note: you must still proceed to the next page to complete your signoff and start the routing process.

The screenshot shows three buttons: "Exit Form", "Notify PI to Signoff", and "Create PDF Packet". The "Notify PI to Signoff" button is circled in red.

IBC Approval

The University of Idaho's Institutional Biosafety Committee (IBC) has three steps that need to be completed before you receive IBC approval, which include:

1. **IBC protocol form** - submitted as the VERAS Study application and will be reviewed during a monthly IBC meeting.
2. **IBC Biosafety Manual** – which will include the Biosafety Manual and Biohazard Inventory Form. This will be submitted through VERAS under Study submission form *IBC - Biosafety Manual (BSM) Submission* and will be reviewed and approved by the Biosafety Officer. For template documents, visit the help icon  at the top of the VERAS web browser or [IBC Forms website](#).
3. **Lab inspection/review** – unless otherwise instructed, lab reviews will be conducted in-person by the Biosafety Officer. In VERAS you will be sent the final Lab Inspection/Review report.

Please contact the IBC ((208)-885-7258 or ibc@uidaho.edu) if you have any questions.