

# VERAS Guide - IBC Protocol Form

## Introduction

Welcome to the Vandals Electronic Research Administration System (VERAS) Institutional Biosafety Committee (IBC) module! This manual provides basic information about the Study Assistant module and will guide you through the process of creating an IBC Protocol application and submitting it to the IBC. As you navigate the IBC Protocol Study application please contact the IBC ((208)-885-7258 or [ibc@uidaho.edu](mailto:ibc@uidaho.edu)) if you have any questions.

Please Note: application 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.

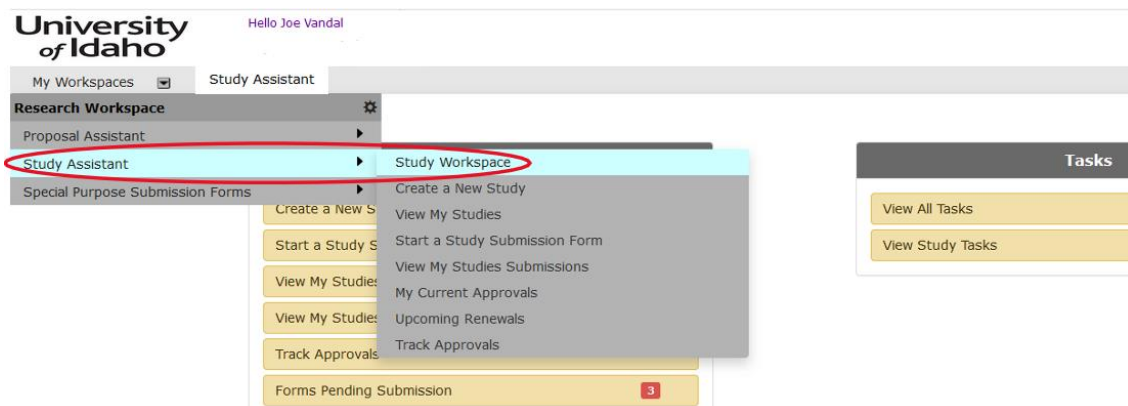
Let's get started!

## Login

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

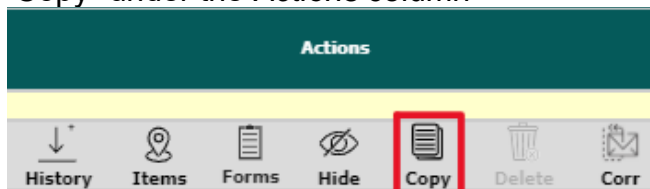
## My Workspaces

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.



## Copy Approved Protocol – for Three-year Renewal (skip this step if you are creating a protocol for the first time)

Under *Study Assistant*, scroll down to *All Studies*, and for the protocol row you want to copy, select "Copy" under the *Actions* column



Confirm you want to copy the protocol when the pop up appears

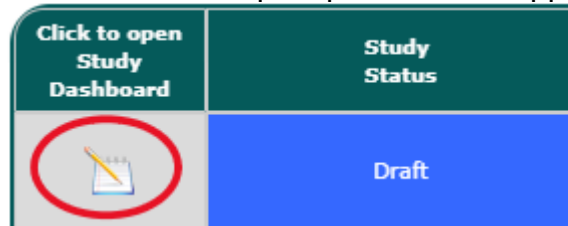
Confirm the Copy


Are you sure you want to copy?




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Click to open the draft of the copied protocol that appears, titled “Copy of *Original Title*”

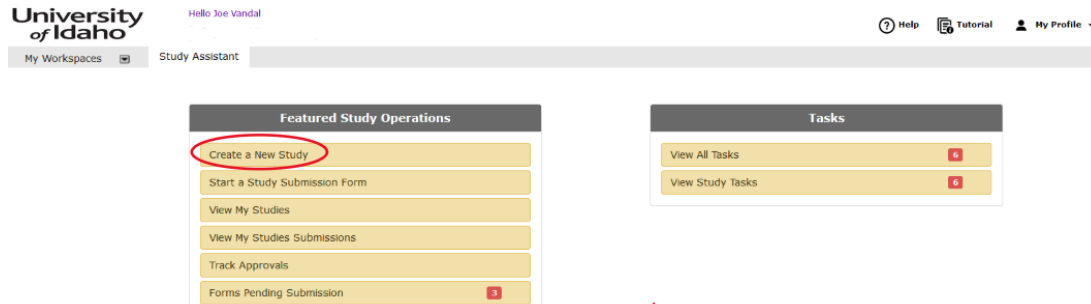


Select  until you have completed the protocol.  
**Tips:**

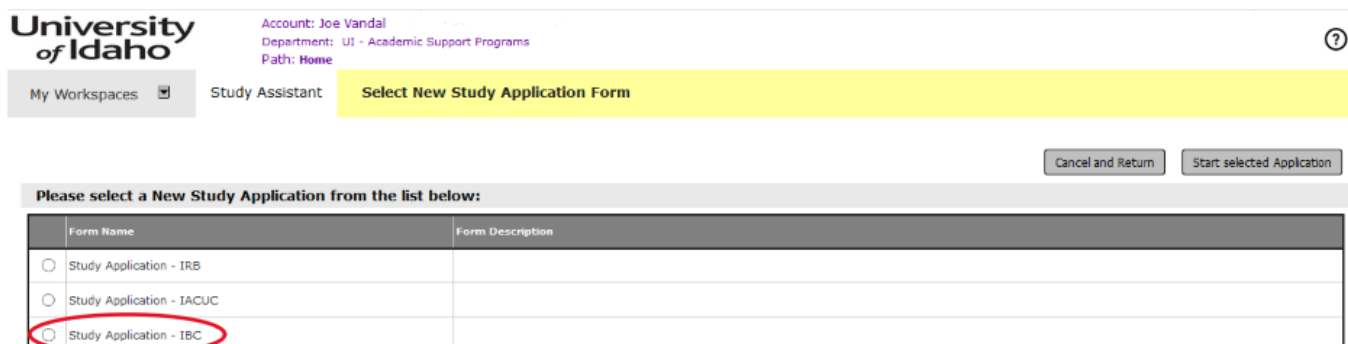
- If a pop-up asks you to convert to a newer form version, select 
- Make sure to review the entire protocol.
- When renewing the protocol, select “Renewal” in section 5.1 and associate the older protocol to the new form.
- Follow the [Signoff and Submit](#) instructions below, page 4.

## Create a New Protocol

The **Featured Study Operations** panel includes the commonly used functions. To start a Study Application, select “Create a New Study”



Then select the study application you want to complete. In this case we are asking you to complete the “Study Application – IBC”



University of Idaho Account: Joe Vandal  
Department: UI - Academic Support Programs  
Path: Home

My Workspaces Study Assistant

Select New Study Application Form

Cancel and Return Start selected Application

Please select a New Study Application from the list below:

Form Name	Form Description
<input type="radio"/> Study Application - IRB	
<input type="radio"/> Study Application - IACUC	
<input checked="" type="radio"/> Study Application - IBC	

Once initially saved, your protocol will be assigned an IBC Protocol number. Please Note: You must create a draft IBC Study Application/protocol form first before you try to create any additional study submission forms.

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The following tabs and buttons are available throughout the proposal application:

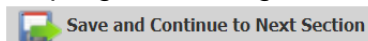
The screenshot shows the top navigation bar of the VERAS application. Callouts provide instructions for various elements:

- Complete/edit current or previously viewed application sections:** Points to the left sidebar menu.
- Read-only view of all completed:** Points to the 'Entire view of the Application' tab.
- Recommend "Saving Section" as you work through each one:** Points to the 'Save Section' button.
- Selecting "Back" will take you to the previous "Path":** Points to the 'Back' button.
- Select to move to the next section:** Points to the 'Save and Continue to Next Section' button.

The main content area shows the 'Study Application - IBC (Version 1.0)' form with a '1.0 General Information' section expanded.

## Study Application Sections:

To progress through the sections, complete the questions in each section then press



## Key Personnel

- Add the PI, Lab Manager, and any other personnel you want to have access to the protocol. All personnel that will be handling Select Agents or Export Control items will need to be included in the protocol.

- When adding personnel to a study, select **Setup Study Personnel**, enter the search criteria then click **Find User/Search Directory**. Then select the folder icon:

The 'Setup Study Personnel' dialog box shows search results for 'Vandal, Joe'. A folder icon is circled in red next to the name.

Select	Training?	Name	Department	Email
<input checked="" type="radio"/>		Vandal, Joe	Academic Support Programs, Department of Statistics, Mathematics	

- Complete the Personnel Study Role. Note: Anyone listed as a "Study Contact" will receive system autogenerated notices (e.g. clarifications/stipulations sent from the committee, approvals, reminder notices to renew, etc.) for the protocol.

The 'Add Personnel Role' dialog box for 'Joe Vandal' shows the role selection options. The 'Principal Investigator' role is selected. The 'Save' button is circled in red.

Select the Role for **Joe Vandal**:

- ☒ Principal Investigator
- ☐ Additional Investigators
- ☐ Research Support Staff
- ☐ Study Contact:

Would you like to include as a Study Contact? ☒ Yes ☐ No

Buttons: Cancel, Save

- After adding all personnel, select **Close Setup of Study Personnel**.
- To delete personnel, select left of the name:

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## General Information

- Complete the application to the best of your ability.
- The items selected in Section 7 *Project Information* will populate the additional sections that appear in the protocol form. You must select all the categories that apply to your research.
- On the top right of your screen, you can select **Help** for additional guidance documents and to download *additional templates for biological agents, animal materials, and recombinant DNA*.

## Validation Check

- All incomplete, required elements will display in **red**.
- To proceed to sign-off, click on each element, update item, then click on 'Validate and Save'.

## Initial Review Submission Packet

- In this section, a summary of the submission is displayed.
- You can also attach additional documents.
- Select "Save and Continue to Next Section" when finalized, then to submit application.

## Signoff and Submit

- A summary of the submission will be displayed.
- For your personal record, you can save the submission into a single pdf document:
  - Checking 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 application by clicking on the 'Save Signoff' button

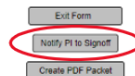
- Once you have done this your submission will be sent to IBC for review.

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- The status of your application will show 'Pending - Submitted for Initial 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.



Please note these instructions are for completing an IBC Protocol. Additional instructions for completing the *IBC Additional Submission Forms* (Biosafety Manual, Toxin Template, etc.) are available on the IBC website as well as in the  Help .

## 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  Help 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](mailto:ibc@uidaho.edu)) if you have any questions.