Online Submission of IBC Protocols and Related Documents

Creating an IBC (Biosafety) Record in InfoEd

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Accessing InfoEd

1) Access the clickable link labeled “IBC Application for Approval” on the IBC Main Page under the “Biosafety” heading near the center of the page.

InfoEd can also be accessed on the Research and Innovation Partnerships’ eRA page (https://www.niu.edu/divresearch/about/era.shtml) by clicking “LOGIN” in the righthand box.
2) Once on the page, log in by clicking on “Click Here” in the white box on the left side of the login page. [Do not enter a username and password on this page unless you are accessing this as a non-NIU affiliate.] The page allows for single sign-on – this means that if you are already logged in on the computer that you’re using, you’ll go straight into InfoEd. If you aren’t already logged in, you’ll be prompted to enter your NIU information.
Understanding the Landing Page

1) Module access – you have access to all of the modules in the white box running along the left side of the page.

2) Messages and Things to Do – you can access any messages sent to you (as emails) and a list of tasks waiting for you in InfoEd (these are more common if you’re a reviewer) by clicking the tabs running along the top of the screen.

3) Customize the layout of the Landing Page – scroll to the bottom of the Landing Page to change your portal user preferences (add, remove, or move information that appears on this page). Do this by clicking the button that says “Portal User Preferences”.

4) Contact erahelp@niu.edu for quick answers to any functionality questions you have.
Creating a New Record

Each module allows you to create a new record or locate existing records. Do this by hovering over the modules tab in the white box on the left. A clickable “Create New Protocol” will be available to select.

To create a new IBC record:

1) Select “Create New Protocol”.
2) Select “IBC Initial Submission” from the list of options that appear in a new window.
3) You will be given the option to copy from an existing protocol. Until you have existing submissions created directly in InfoEd, you’ll want to select “No”. [If you copy from an uploaded submission from the days of OnBase, you’ll end up with a pdf file rather than a direct InfoEd e-form submission, and this cannot be modified for your new study.]
4) You will be prompted to enter a title.
5) Select the main PI for the project (most likely you). If it’s not you, you can replace the name in the box by typing in the last name of the PI. Select the correct name from the options provided.
6) In the Submissions box, select “IBC Initial Application” to open the online document. [Use the bread crumbs running just below the banner of tabs to orient yourself to where you are in the system.]

7) Click the small square at the top right of the screen to expand the document so that all questions are visible.
8) Complete the application. Be sure to make sure you include all necessary sections (checking off relevant topics at the beginning of the application will add those sections to the document). Save and go back into the document if needed. Select “Complete” and “Close” at the top of the screen once you are done (see the segment on Routing to find out how to submit the application).

9) If you need to print the document or if you need to save it to your computer, use “control P” or “command P” rather than the “Print” button.
Uploading Documents

Add any necessary documents that should be included with the application (e.g., material safety data sheet) by clicking “Add” above the IBC Initial Application on the IBC Initial Submission page. In the new window that appears, name the document (type an appropriate name), choose a file to attach, and select the document category from the dropdown menu next to the word “Category”. Click “upload” at the top right of that window.
Using an Existing Protocol

If you would prefer to use an existing IBC protocol (once you have a protocol created using online submission), select “Yes” next to “Copy from an existing protocol?” when first creating the new protocol. You will need to select the existing protocol by entering the protocol number or by browsing by the principal investigator’s name (out of the list of filters). If browsing by name, be sure to select “Go” next to “Apply Filters” toward the top right of the screen. Scroll down and select the appropriate protocol.

The full protocol will be transferred to the new record, so be sure to modify the title, personnel, and any other information that will need to be changed.
Adding Personnel to the Record

1) On the IBC Initial Protocol Submission page, select “Personnel” from the list in the white box on the left side of the screen.

2) Select “Add” at the top right of the Personnel box.
3) In the “Begin typing” box that appears, type the last name of the person being added.
4) Select the name from the dropdown menu that is provided.
5) In the “Role” box below the person’s name, be sure to add the person’s role relative to the protocol (Co-Inv is most common). Indicate “Mentor” as the role if the person is a graduate or undergraduate advisor.
6) The radio button to the left of the name of the main PI should be clicked for the personnel member who is serving as the main PI on the project. This person’s name will appear at the top of the record once the submission is saved and updated.
Routing Forms for Approval

1) Once you select “Complete” at the top right of the new application and close it, it will be ready to be submitted, but that doesn’t mean it has been submitted. You must click the “Submit” button on the far right of the IBC Initial Submission box to begin the routing.

2) Once you click “Submit”, you will be prompted to accept the certification statements.

3) Clicking “Accept” will lead to a prompt for you to enter your NIU username and password.

4) The system will show you the route your protocol will take. Click “Submit” once more to send it on its way!
**Additional Forms**

When you’re ready to create a different type of submission (annual review, amendment, etc.):

1) Find the relevant protocol record from the list of protocol records that appear when you click on “Locate My Records” in the top banner of the home page. Hover over the record number, hover to the right over “edit”, and then select “Master Record”.

2) Click on Submissions on the left side of the toolbar.

3) Then select from the dropdown menu on the right next to the word “Add” to find the appropriate type of submission.

4) Click “Add” next to the dropdown box.

5) A new submission box will appear, and the appropriate application should appear within the center Submission box.

6) Click on the form and complete it the same way as the initial application (select “Complete”, close the form, select “Submit”, approve the certification, and click “Submit” again).