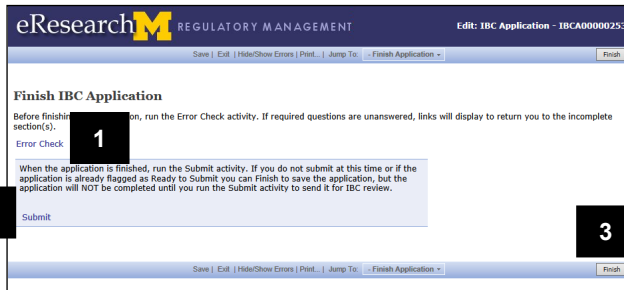


Submitting an IBC Application

Only the Principal Investigator (PI) can submit the completed IBC application for IBC review. Lab Personnel (e.g., Co-PI, lab manager, other lab staff) who have edit rights to the application may notify the PI that a finished application is ready for submission.


Prior to Notification to Submit (Lab Personnel) or Submission (PI)

Finish IBC Application page








1. Before finishing the application always click **Error Check**. This activity will display messages for each unanswered question.
 - A. Use the **Jump To** links to go to that question.
2. After correcting any errors found in Step 1, PIs may click **Submit** directly from this page. For the remaining submission steps or to submit from the Application Workspace, see p. 3.
3. Click **Finish** to return to the Application Workspace.

Note: If you are not the PI or if a Co-PI must accept their role, the *Notify Co-PI to Accept Role* or *Move to Ready to Submit Inbox* activities will display in the Application Workspace. These are described in detail later in this procedure.

 **Important:** The application is not sent to IBC until the PI successfully completes the Submit activity.

Error Check / Warning Message

Error/Warning Messages			A	Refresh
Message	Field Name	Jump To		
 Co-Investigators must accept their role before the application can be submitted.		Lab Personnel and Lab Spaces		
 Please specify at least one gene or set of genes.		Cloned or Targeted Genes		
 Please indicate at least one vector type used in your research.		Vector Types Used in Your Research		
 Please specify at least one species being used in research involving animals.		Research Involving Animals		
 Please indicate if your research will alter the host range or tropism of a biological agent or toxin.		Dual Use Research of Concern		

Submit from the Application Workspace

Application Workspace

Member	Lab Role	Has Edit Rights?
First Last	Principal Investigator	yes
Mike Manader	Lab Manager	yes
Lou Lab	Lab Manager	yes
Steve Student	Other laboratory staff, student, or trainee	no

If you are Lab Personnel:

1. If a Co-PI is assigned to the application, click **Notify Co-PI to Accept Role**. An email is sent to the CO-PI with a link to the application.

Note: The application cannot be moved to the Submit Inbox until all Co-PIs accept their role.

2. If the application is complete and ready for submission, click **Move to Ready to Submit Inbox**. The application moves to the PI's Inbox and no further action is required on your part.

Note: The application is in the state of **Pre Submission** before it is submitted.

Application Workspace – Accept Role window

If you are the Co-PI:

1. As a CO-PI, you may be notified via email to accept your role on the IBC application. Click the IBCA link in the email (not shown here) to log into eResearch and open the IBC Application Workspace.
2. Click **Accept Role**.
3. Click the checkbox to accept Co-PI responsibilities.
4. Click **OK**.

Note: You may then click **Move to Ready to Submit Inbox**, if you are also responsible for notifying the PI.

While the PI bears ultimate responsibility to submit the IBC application and to ensure good laboratory practices, they may designate a **Co-PI** to assist them. A Co-PI must meet the qualifications to be a PI on an IBC application. In the PI's absence the Co-PI is responsible for all lab oversight and, therefore, must formally accept this role and the responsibilities as part of the IBC application submission process.

Application Workspace – Submit window

If you are the PI:

1. As a PI, you may be notified via email to submit the IBC application. Click the IBCA link in the email (not shown here) to log into eResearch and open the IBC Application Workspace.
2. Click **Submit**.

Note: After clicking **Submit**, the system validates that all required fields are complete. Any errors must be addressed before the application can be submitted.

3. Click **Yes** or **No** to indicate if you included proprietary information in your question response.
4. Click the checkbox to accept PI responsibilities.
5. Click **OK**.

Note: After submitting, the application is moved to IBC review. The PI will receive email notifications when the status of the application changes. You can also view the status on the IBC Application workspace. See [Working with the IBC Application Workspace](#) for more information.