

ANNUAL STATUS REPORT INSTRUCTIONS

Your ASR **without** changes, as approved on your posted license, does NOT require an IBC Amendment.

1. Log into <https://ttuep.imedris.net>
2. Study Assistant
3. My Studies
4. Click to open your IBC protocol
5. IBC Forms
6. IBC Annual Status Report
7. Add a New Form
8. Save and Continue to Next Section
9. 2.1 Choose "I request continuation without any changes".
10. Save and Continue to Next Section
11. 3.1 *Since the last renewal, have there been any incidents reported?* Select Yes or No
12. *If yes, were the incidents reported to the IBC in accordance with TTUHSC EP IBC's Policies and Procedures?*
13. Select yes or no
14. If no, please explain
15. 3.2 *Were any incidents reportable to NIH? If yes please explain.*
16. 3.3 *Dual Use Research of Concern is life science research that is intended for benefit but which might easily be misapplied to do harm. Do you have any reason to believe that any of the materials used in the laboratory will support the design, development, production, stockpiling or use of chemical or biological weapons? If yes, please explain.*
17. 3.4 Provide a summary of the progress made within the last 12 months.
18. Save and Continue to Next Section
19. Signoff and Submit

Your ASR **with** changes, **will require** a revised application.

20. Log into <https://ttuep.imedris.net>
21. Study Assistant
22. My Studies
23. Click to open your IBC protocol
24. IBC Forms
25. IBC Annual Status Report
26. Add a New Form
27. Save and Continue to Next Section
28. 2.1 Choose "I request continuation with change in agents and/or shipping and I have included a revised study application that reflects the changes."
29. 2.2 Select the appropriate change
30. Save and Continue to Next Section
31. 3.1 Please indicate the changes in the space provided
32. Save and Continue to Next Section
33. 4.1 Click on the "Click here to attach the application"

34. Select the most current version of your application
35. Click Save Attachment. Save and Continue to Next Section
- 36.5.1 Select Yes or No
37. If yes Select Yes or No
38. If No, explain why in the space provided
- 39.5.3 Select Yes or No
40. If Yes, explain
- 41.5.4 Provide a summary in the space provided
42. Signoff and Submit