

## Guide for Submission of IBC Initial Application

1. Log in to iRIS.
2. Hover over My Workspaces
3. Hover over Study Assistant
4. Click "Create a New Study"
5. Click on "Study Application"
6. Click on "Start Application"
7. Enter IBC as the title of your study
8. Enter "N/A" as study number
9. Select "yes or no"
10. Click on "Save and Continue"
- 11.2.0 Add a department
12. Click on "Save and Continue"
- 13.3.1 Click on Setup Study Personnel
14. Search for Principal Investigator's last name
15. Select name
16. Select role for personnel
17. Click Save
18. Repeat steps to add additional personnel
19. Search for your department chair and select Designated Approver as role.
20. Click on drop down box and select Signatory Authority
21. Close Setup of Study Personnel
22. Click on "Save and Continue"
- 23.4.1 Select IBC
24. Click on "Save and Continue"
- 25.5.1 Provide a summary of your research in the text box
26. Select "yes or no" If yes provide responses to additional questions asked
- 27.5.3 Select where on campus your research will take place
28. Include a room number and telephone number
- 29.5.4 Select the highest biosafety level
- 30.5.5 Select "yes or no"
- 31.5.6 List all chemicals you are requesting approval for, if none enter N/A
- 32.5.7 Provide a response for each chemical listed
- 33.5.8 Provide a response for each chemical listed
- 34.5.9 Select "yes or no"
- 35.5.10-5.20 Provide a response for each biological agent you are requesting**
- 36.5.21-5.27 *If you selected more than one bacteria, virus, etc., you must provide an answer for each biological agent***
37. Click on "Save and Continue"