IBC Initial Application Instructions

1. Log into https://ttuep.imedris.net
2. Study Assistant
3. Add a New Study
4. 1.0 Enter Institutional Biosafety Committee as the title of your study
5. Enter "N/A" as the study number you want to reference
6. Select Yes or No if the study is using Subject Management
7. Save and Continue to Next Section
8. 2.0 Add your appropriate department
9. Save and Continue to Next Section
10. 3.1 Click Add User to select the Principal Investigator
11. 3.2A Click Add User to add a Co Investigator
12. 3.2B Click Add User to add lab personnel. From the drop down menu please ensure to select the appropriate role for staff. The study coordinator role allows staff to prepare documentation before a PI signs off on any forms.
13. 3.4 Click add user to add the chair of your department. From the drop down box select Departmental Reviewer
14. Save and Continue to Next Section
15. 4.0 Select IBC
16. Save and Continue to Next Section
17. 5.1 Provide a summary of your research
18. 5.2 Select Yes or No
19. 5.3 Select Where on the TTUHSC EP campus your research will take place
20. Add the room number
21. Add a lab telephone number
22. 5.4 Select the highest BSL level
23. 5.5 Select Yes or No if you plan to ship material.
24. 5.6 List all chemicals materials being registered, if none enter N/A
25. 5.7 Provide an answer for each chemical registered
26. 5.8 Provide an answer
27. 5.9-5.18 Provide an answer for each material requested
28. Save and Continue to Next Section
29. 6.1 Select Yes or No
30. 6.2-6.8 Provide and answer for **each** biological agent requested. For example

Human Blood:

Human Tissue:

Cell Lines:

31. 6.9 Check all that apply
32. 6.10 Please specify, if other
33. 6.11 Check all that apply
34. 6.12 Check all that apply
35. 6.13 Check all that apply
36. 6.14 Select I agree
37. 6.15 Check all that apply
38. Save and Continue to Next Section which will lead into the Initial Review Submission Form

1.3 Type N/A

Save and Continue to Next Section

Save and Continue to Next Section

Save and Continue to Next Section

Signoff and Submit