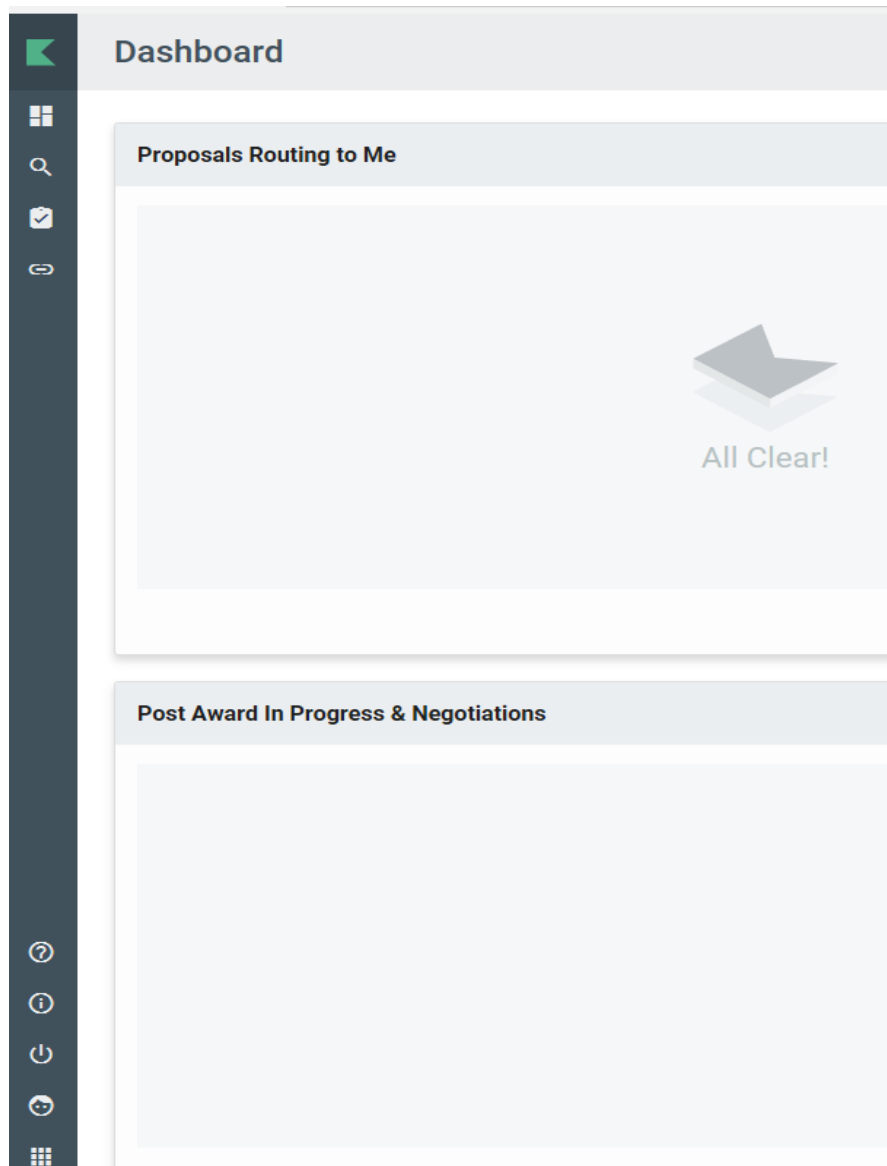


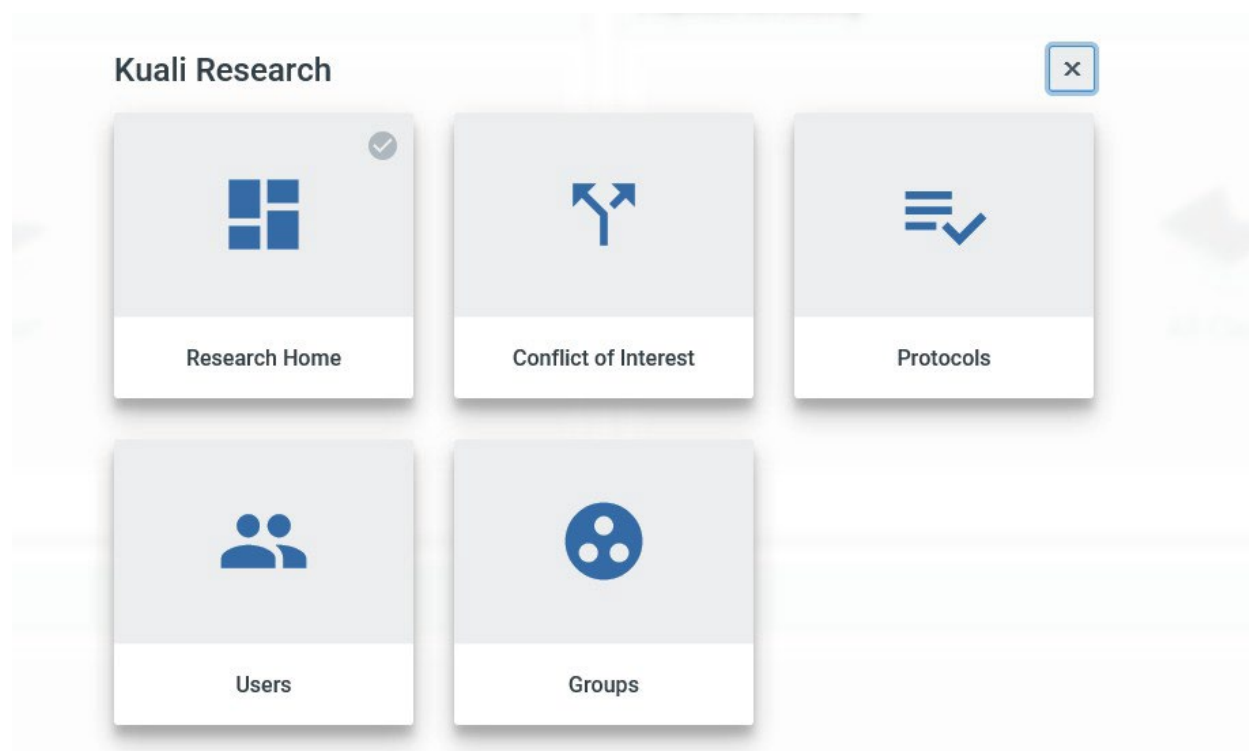
QUICK GUIDE

How to create an IBC protocol

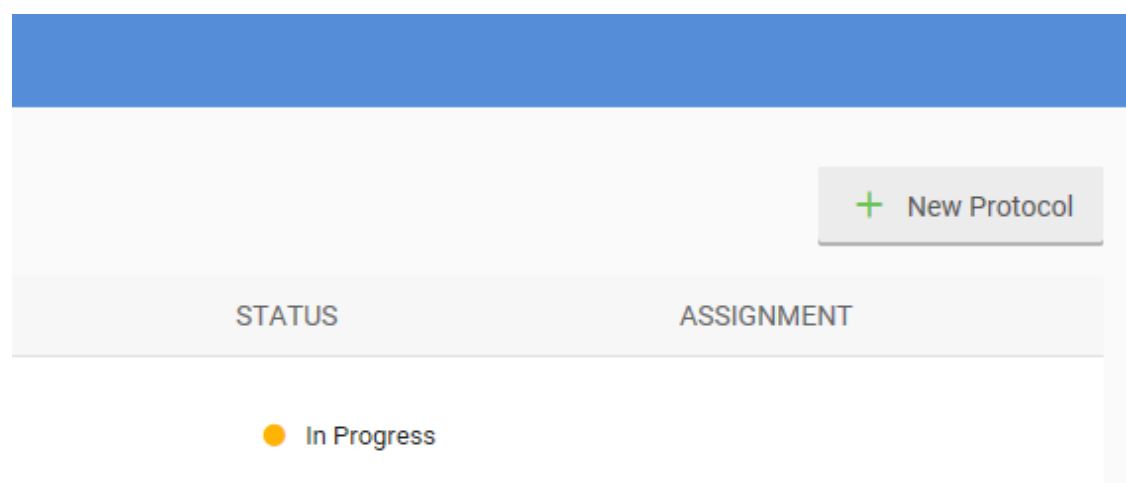
1. LOG IN: Go to <https://umass.kuali.co/dashboard> and log in using your NetID and Password.
2. Select **Switch Apps** on the lower left margin (the icon has 9 dots).



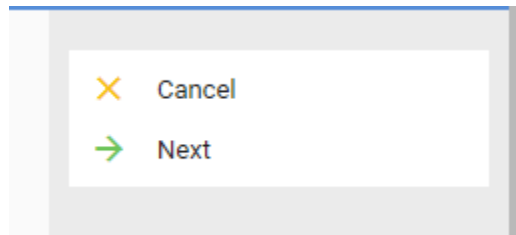
3. Click **Protocols**.



4. Click **+ New Protocol** in the upper right of screen. Then select **IBC**



5. Type in your name in the **Principal Investigator** field; your name will populate from a drop-down list. Select your department in the **Lead Unit** field. Type in your protocol title, then click **Next** in the upper right-hand corner.



6. You will then be prompted to answer two required questions, then click NEXT

Is this a data conversion record?
(Faculty, staff, students and other researchers should select "No")

☐ Yes

☒ No

Do you have poliovirus potentially infectious materials (PIM)?
Please see the poliovirus below for additional information

☒ Yes

☐ No

→ Next

7. You will then need to describe your protocol.



Personnel

All researchers working on this project must be up-to-date on all EH&S required training's prior to submission of this protocol. Training compliance will be verified prior to review.

People


👁 Columns

+ Add Line


		PERSON	RESEARCHER ROLE
		Miller, Alison M	Principal Investigator

9. You will already be listed in the People section because you are the PI, however, you may need to click the Pencil icon to add information and answer additional questions about yourself. Here is what it looks like when you click the Pencil:

Training

Autoclave Use and Procedures
10/26/15 - 10/26/16
 **Expired**

Researcher Role

Principal Investigator 

Permissions

☒ Full Access

☐ Read-Only

10. The form continues to save as you add information and advances to the next section as you complete sections. On the left side of the screen you will see the different sections of the form and a green check will appear next to sections that are complete:

Jump to:

General Information ✓

Personnel

General Questionnaire ✓

Project Registration

Funding Checklist

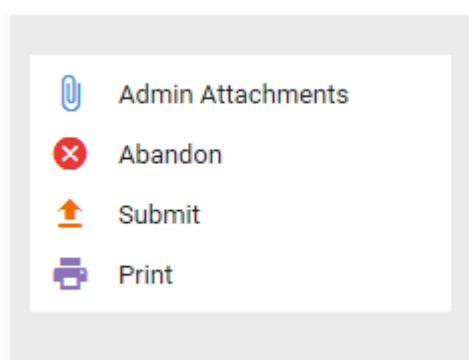
Research Location

Laboratory Practices

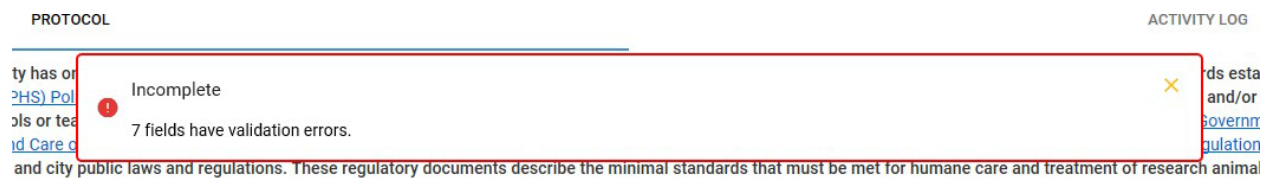
Security & Transportation

Safety

Once you feel you have completed the protocol, click **Submit** in the upper right-hand corner of the page.



12. If you have not completed areas of the form which are required you will get something that looks similar to this:



Scroll through the form to look for fields that need further completion.

13. For example, you may see that species has a red! next to it. Click the Pencil icon to open the box to see what is missing.

14. Complete the missing information.

Species

Columns

+ Add Line

			SPECIES	STRAIN
!			Other	zebra fish

15. Click Submit.

16. Once your protocol has been submitted you will receive an email that it was submitted. The top of your form will look similar to this:

Protocol

Activity Log

Ancillary Review

Permissions

IBC: #2995 test

Selected Version:

1 | New | Submitted for Review

Protocol Information

Submission Type	Review Type	Status	Time in Current Status
New	Full Committee	Submitted for Review	Since January 14 – 11 days