



AURA IBC – Navigation 101



Quick Reference Guide

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Log in to AURA IBC

The screenshot shows the AURA website interface. At the top, the browser address bar displays 'aura.uchicago.edu'. The main header features the AURA logo and 'THE UNIVERSITY OF CHICAGO'. The 'AURA Module Logins' section contains several buttons: GRANTS, IRB (on campus), IRB (off campus), COI-COC, and IBC. The IBC button is highlighted with a red box. A dashed line points from the IBC button to a 'Sign In' form. The form includes fields for 'CNetID' and 'Password', a 'Forgot your password?' link, and a 'Login' button. The URL in the form is 'https://aurairb-prod.uchicago.edu/shibboleth'.

Navigate to <http://aura.uchicago.edu/>

Click "IBC" and enter CNetID/UCHAD ID and password to log in

Navigating your Homepage

From your homepage you may update your profile and start a new protocol.

Click your name to update your profile information.

My Home returns to your home page

The screenshot shows the AURA IBC homepage for user Ramona Boone. The top navigation bar includes the AURA IBC logo, The University of Chicago logo, and the user's name 'Ramona Boone | My Home' with a 'Logoff' link. The left sidebar contains navigation options: 'IBC User', 'AURA IBC Training Website', 'My Roles', 'IBC User', and 'Create New IBC Protocol'. The main content area displays a 'Page for Ramona Boone' with a welcome message and two alert sections: 'Protocols Expiring' and 'Biosafety Cabinet Certification Expirations', both showing 'No data to display'. Below these are tabs for 'Inbox', 'In Process', 'Active', 'Inactive', and 'My IBC Training Record'. A table of protocols is shown, with one entry: 'IBC1384(1) Central Interactions with Endocrine Pancreas'. The table has columns for ID, Name, SmartForm, Execute Activity, Date Modified, State, Last State Change, Submission Type, PI Last Name, and PI First Name. The bottom section shows another filterable table for protocols where the user is listed as a study team member.

Need help with submission?
Click to view AURA IBC
Training Guides

Click to create a new
protocol submission

Navigating your Homepage (cont'd)

Your homepage includes “Alert” sections that provide expiration dates, Biosafety Cabinet certification expiration dates, and an “Inbox” tab to access protocol submissions that require your immediate action.

AURA IBC THE UNIVERSITY OF CHICAGO Ramona Boone | My Home | Logoff

IBC User Page for Ramona Boone

Welcome to your Personal Page, the starting point for all interactions with this site. Note the following:

Alert

Protocols Expiring

No data to display.

Biosafety Cabinet Certification Expirations

No data to display.

Inbox In Process Active Inactive My IBC Training Record

These are protocols where you are listed as the PI, alternate contact, trial coordinator, and/or have the ability to edit.

Filter by ID [Go] [Clear] Advanced

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name
IBC1384(1)	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/9/2014 2:13 PM	Pre Submission	12/9/2014 2:11 PM	New	IBC	PI

no results 10 / page

These are protocols where you are listed as a study team member and your acknowledgment is required prior to their approval.

Filter by ID [Go] [Clear] Advanced

Protocols scheduled to expire

Cabinet certification expiration dates (annual certification is required)

Inbox lists protocols requiring PI response

2 Sections

1st Contains protocols where you are listed as a member of the study team and your acknowledgement is required for approval.

2nd Contains protocols where you are listed as PI, alternate contact, or have ability to edit.

Navigating your Homepage (cont'd)

Your homepage includes tabs to access protocol submissions.

AURA IBC THE UNIVERSITY OF CHICAGO Ramona Boone | My Home | Logoff

IBC User

Page for Ramona Boone

Welcome to your Personal Page, the starting point for all interactions with this site. Note the following:

Alert

Protocols Expiring

No data to display.

Biosafety Cabinet Certification Expirations

No data to display.

Navigation Tabs: Inbox | **In Process** | Active | Inactive | My IBC Training Record

These are protocols where you are listed as the PI, alternate contact, trial coordinator, and/or have the ability to edit.

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name
IBC1384(1)	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/9/2014 2:13 PM	Pre Submission	12/9/2014 2:11 PM	New	IBC	PI

1 / page

These are protocols where you are listed as a study team member required prior to their approval.

Filter by ID

No data to display.

Select Tabs to view the following:

In Process – Submitted and in review

Active – All Active protocols. View approval dates, expiration, and lists amended dates

Inactive – Expired, terminated, withdrawn, rejected protocols

My IBC Training Record – Lists completed training, expiration dates, and compliance information

Access your Protocol Workspace

To access your Protocol Workspace, click on the protocol name from your home page.

The screenshot displays the AURA IBC website interface for Ramona Boone. The header includes the AURA IBC logo, the University of Chicago crest and name, and the user's name and home page link. The left sidebar contains navigation options like 'My Roles' and 'Create New IBC Protocol'. The main content area shows a 'Page for Ramona Boone' with a welcome message and several sections: 'Alert Protocols Expiring' (No data to display), 'Biosafety Cabinet Certification Expirations' (No data to display), and a list of protocols. The protocol list is filtered by 'ID' and shows one entry: 'IBC1384(1) Central Interactions with Endocrine Pancreas'. Below the list, there are filters for protocols where the user is listed as a study team member, which currently shows 'No data to display'.

Use the filter to search for protocols by Name, PI Name, Date, etc.

To view or edit your protocol, click on the name to enter your Protocol Workspace.

Navigating your Protocol Workspace

The Protocol Workspace contains study information to access and perform activities. It also informs you of the current status of your protocol in the review process.

AURA IBC THE UNIVERSITY OF CHICAGO Ramona Boone | My Home | Logoff

Safety > Cloning new genes

Current Status

Assigned to Committee Meeting

Cloning new genes

ID: IBC1374(1) Submission Type: New
PI: IBC PI Submission Date: 11/25/2014
Alternate Contact(s): Katherine Aanensen Original Approval Date:
Ramona Boone
IBCS: Olivia Cochet Expiration Date:
BSO: Richard Helm Last Amended Date:
Facility Details: Building Room Number Committee Correspondence:
Culver Hall (CH) 502
Biohazard: - Microorganisms/Agents

Summary of Risk: not much

Highest Biosafety Level: BSL2 Lab Inspection Complete: yes
Animal Biosafety Level: ABSL2 Meeting: 12/12/2014
NIH Guidelines: III-B-1

Pre-Submission → Pre Review → IBC Review → Post Review → Review Complete
Changes Requested (between Pre Review and IBC Review, and between Post Review and Review Complete)

History

Activity	Author	Activity Date
Submitted	IBC PI	11/25/2014 2:45 PM CST
Ownership Taken	Cochet, Olivia	11/25/2014 2:52 PM CST

Indicates Current Status "State" of protocol in the review process

Click to View SmartForm to view protocol details. *Note: Button will state "Edit Smartform" when study is in an editable state.*

Activities allow addition of protocol details and initiate "State" transitions.

Navigating your Protocol Workspace

The summary section contains protocol information from the SmartForm and a diagram that indicates where your protocol is in the review cycle.

The screenshot displays the AURA IBC workspace for a protocol titled "Cloning new genes". The interface includes a left sidebar with navigation options, a main content area with protocol details, and a bottom section with a history table.

Current Status: Assigned to Committee Meeting

Cloning new genes

ID:	IBC1374(1)	Submission Type:	New
PI:	IBC PI	Submission Date:	11/25/2014
Alternate Contact(s):	Katherine Aanensen Ramona Boone	Original Approval Date:	
IBCS:	Olivia Cochet	Expiration Date:	
BSO:	Richard Helm	Last Amended Date:	
Facility Details:	Building: Culver Hall (CH) Room Number: 502	Committee Correspondence:	
Biohazard:	- Microorganisms/Agents		
Summary of Risk:	not much		
Highest Biosafety Level:	BSL2	Lab Inspection Complete:	yes
Animal Biosafety Level:	ABSL2	Meeting:	12/12/2014
NIH Guidelines:	III-B-1		

IBC Review Cycle Diagram:

```
graph LR; A[Pre-Submission] --> B[Pre Review]; B --> C[Changes Requested]; C --> B; B --> D[IBC Review]; D --> E[Post Review]; E --> F[Changes Requested]; F --> E; E --> G[Review Complete];
```

History Table:

Activity	Author	Activity Date
Submitted	IBC PI	11/25/2014 2:45 PM CST
Ownership Taken	Cochet, Olivia	11/25/2014 2:52 PM CST

Summary details of the protocol.

IBC Review Cycle

Navigating your Protocol Workspace

Tabs allow you to access protocol information, training, documents, Amendments and Resubmissions.

Select Tabs to view the following:

History - Actions performed on the protocol

Personal Training - Completed training and expiration dates for PI/Staff

Biohazard Details - Agents on the protocol

Reviewer Notes - Questions/ comments from IBC Review

Documents - Documents associated with the protocol

Related Research/Funding - Associated ACUPS and Human subjects protocols and funding

Amendments/Resubmissions - Lists all resubmissions and amendments on the protocol.

Current Status
Assigned to Committee Meeting

View Smartform
Print Preview
View Differences

Copy Protocol
Send Email
Log Public Comment
Add Supporting Documents

IBC Workspace

Cloning new genes

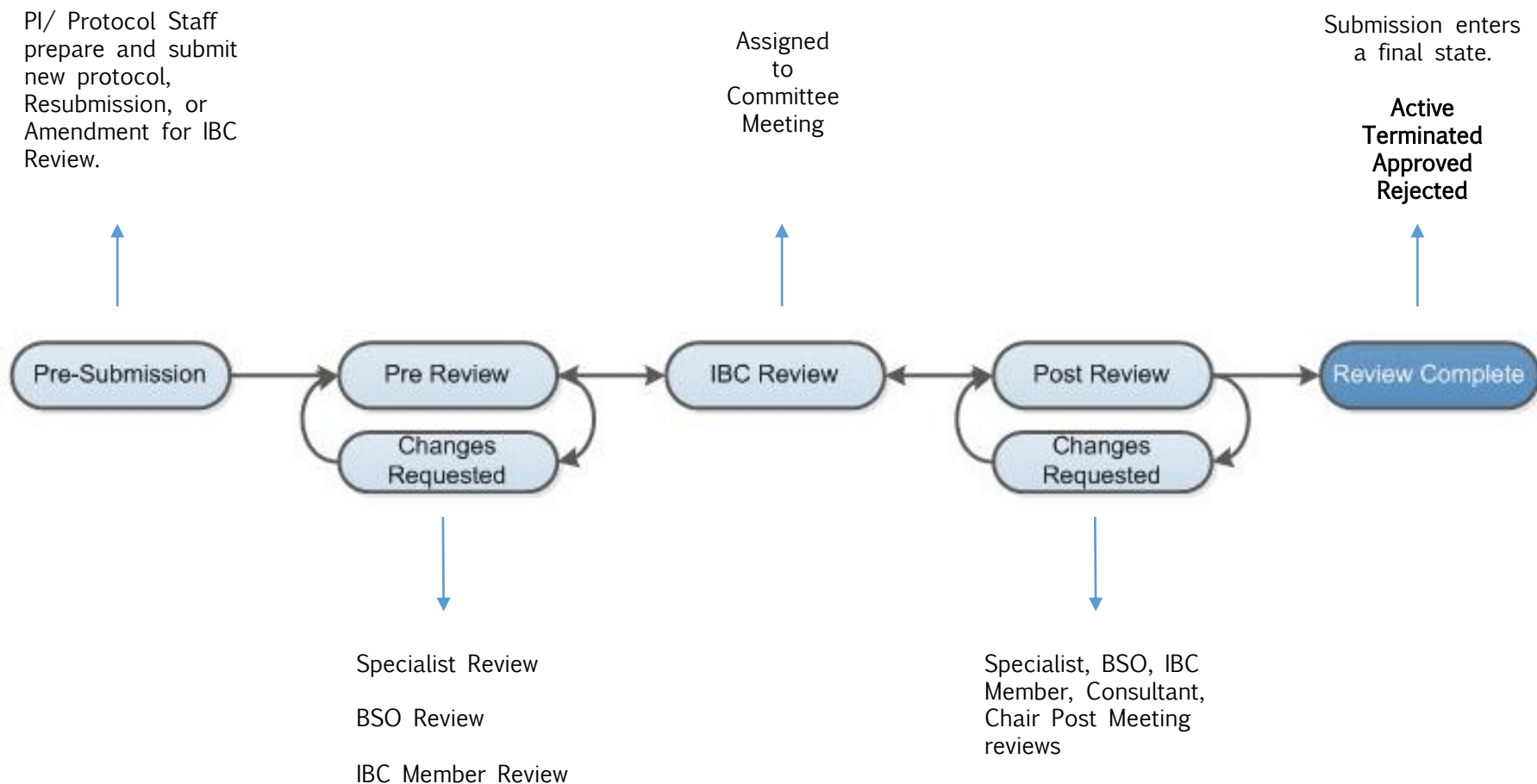
ID:	IBC1374(1)		Submission Type:	New
PI:	IBC PI		Submission Date:	11/25/2014
Alternate Contact(s):	Katherine Aanensen Ramona Boone		Original Approval Date:	
IBCS:	Olivia Cochet		Expiration Date:	
BSO:	Richard Helm		Last Amended Date:	
Facility Details:	Building	Room Number	Committee Correspondence:	
	Culver Hall (CH)	502		
Biohazard:	- Microorganisms/Agents			
Summary of Risk:	not much			
Highest Biosafety Level:	BSL2		Lab Inspection Complete:	yes
Animal Biosafety Level:	ABSL2		Meeting:	12/12/2014
NIH Guidelines:	III-B-1			

Pre-Submission → Pre Review ↔ IBC Review ↔ Post Review → Review Complete
 (Changes Requested loops between Pre Review and IBC Review, and between IBC Review and Post Review)

History	Personnel Training	Biohazard Details	Reviewer Notes	Documents	Related Research/Funding	Amendments/Resubmissions
Activity	Author		Activity Date			
Submitted	IBC PI		11/25/2014 2:45 PM CST			
Ownership Taken	Cochet, Olivia		11/25/2014 2:52 PM CST			

Submission Review Cycle

Each submission is processed through the IBC Review cycle. Protocols may enter the below “States” (status of the protocol) during review. The protocol’s status is indicated on the Protocol Workspace.



AURA IBC State Descriptions

State = Current status of your protocol in the review process.



States	Description
Pre Submission	SmartForm in progress. Enter all protocol details.
Awaiting Specialist Assignment	IBC Specialist will be assigned to the protocol
Specialist Review/ BSO Review/ IBC Member Review	Protocol in review
Changes Requested by Specialist/ BSO/ IBC Member	Protocol awaiting edits from PI or Study Staff/ Coordinator
Awaiting Staff Acknowledgement	Study staff to acknowledge the IBC submission
Assigned to committee meeting	Awaiting meeting review and decision
Awaiting Correspondence	IBC specialist prepares study determination to send to PI/ Study Staff
Post Meeting Review	Protocol in review

