

**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 includes the AURA logo and 'THE UNIVERSITY OF CHICAGO'. The central content area is titled 'AURA Module Logins' and contains five colored buttons: GRANTS (red), IRB (on campus) (dark blue), IRB (off campus) (light blue), COI-COC (orange), and IBC (dark green). A dashed line originates from the IBC button and points to a 'Sign In' form. The form includes a URL 'https://aurairb-prod.uchicago.edu/shibboleth', a 'CNetID' field, a 'Password' field, and a 'Login' button. A 'Forgot your password?' link is also present.

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

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

# Start a New Protocol Submission

The screenshot shows the AURA IBC website interface. At the top, there is a dark red header with the AURA IBC logo on the left, the University of Chicago logo in the center, and the user name 'Ramona Boone | My Home | Logoff' on the right. Below the header, a green sidebar on the left contains navigation links: 'IBC User', 'AURA IBC Training Website', 'My Roles', 'IBC User', 'Create', and 'IBC User'. The 'Create' link is circled in green and contains a button labeled 'New IBC Protocol'. The main content area is titled 'Page for Ramona Boone' and includes a welcome message. Below this, there are two sections: 'Alert Protocols Expiring' and 'Biosafety Cabinet Certification Expirations', both showing 'No data to display.'. At the bottom, there is a table of protocols with columns for ID, Name, SmartForm, Execute Activity, Date Modified, State, Last State Change, Submission Type, PI Last Name, and PI First Name. The first row shows protocol ID IBC1384(1) for 'Central Interactions with Endocrine Pancreas'.

Click to create a new protocol submission (generates IBC Smartform)

# SmartForm

AURA IBC Smartforms record details of the research submission including protocol staff, research procedures, materials, hazard identification, documentation, etc. As you address questions, the Smartform will display views relevant to your research until you reach the final page (10.0 Finish). **Complete all required fields (\*)**

Click Continue to save all information and proceed to next page view

Select + icons to view more information

Add protocol team members and assign permissions. Click "Ok and add another" to include additional staff.

Note: Protocol Coordinator must add themselves in 3.0 and assign edits rights.

Select Funding sources 4

# SmartForm (cont'd)

## 1.1 External Funding Information

You will only receive this view if you selected “External Funding” in previous view (1.0 Protocol Team Members and Funding)

**AURA IBC** THE UNIVERSITY OF CHICAGO Edit: Safety - IBC0002(1)

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.1 External Funding Information | Continue >>

### 1.1 External Funding Information

1. \* Use the 'Add' button to select the funding proposal to be associated with this protocol.

ID	PI	Sponsor Name	Full Title	Status	Proposal Type	Grant End Date
There are no items to display						

<< Back Save | Continue >>

Filter by Funding Proposal ID | Go Clear Advanced

Deselect All

1-1 of 1

Funding Proposal ID	PI First Name	PI Last Name	Sponsor Name	Full Title	Proposal Type	Grant Status
<input type="checkbox"/> FP000008-01-PR	Train16	PI	National Institutes of Health	Brian's Dummy Proposal	Grant	Proposal Development

1-1 of 1

Click Add to view PI funding proposals listed

Select the appropriate funding and click “Ok”

# SmartForm (cont'd)

As you continue through the SmartForm, complete all views and required questions that appear.

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<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 3.0 Risk Assessment Continue >>

### 3.0 Risk Assessment

**1.0 \* Check all that apply:**

- Microorganisms/Agents (bacteria, fungus, protozoa, virus)
- Viral vectors
- Transfected (not virally transduced) cells administered to humans or animals
- Virally transduced cells
- Transactive peptides (e.g. TAT)
- Infectious Proteins (e.g. Prions)
- Biological toxins
- Cells, Blood, Tissues or Organs (Human or Animal)
- Plants
- Recombinant or Synthetic Nucleic Acids or DNA-based vectors
- Other (e.g., D.melanogaster, C.elegans)

**2.0 \* Will any of the above items be administered to:**

- Humans
- Vertebrate animals
- N/A
- Clear

**3.0 \* Does this project involve large scale (greater than 10 liters of culture at one time) research or production?**  Yes  No Clear

**4.0 \* Do the experiments involve any release into the environment?**  Yes  No Clear

**Basic and Funding Information**

- 1.0 Protocol Team Members and Funding
- 2.0 Project Locations and Research Overview

**Risk Assessment**

- 3.0 Risk Assessment
- 3.1 Microorganisms/Agents
- 3.8 Cells, Blood, Tissues or Organs
- 3.10 Recombinant or Synthetic Nucleic Acids or DNA-based vectors

**Human Research**

- 4.1 Administration of Agents to Humans
- 4.2 Human Research Participants

**Animal Research**

- 5.1 Animal Usage Information
- 5.2 Animal Biosafety Information
- 5.3 Animal Decontamination and Waste Information

**Biosafety Level, PPE, Spill, Decontamination and Waste Management**

- 6.1 Biosafety Level and Personal Protective Equipment
- 6.2 Spill Management
- 6.3 Decontamination
- 6.4 Waste Management

**Manipulations**

- 8.0 Manipulations

**Finish**

- 9.0 Dual Use Research of Concern
- Finish

“Save” ensures all information has been recorded in the SmartForm.

“Exit” to return to the protocol workspace at any time during submission

Use “Hide/Show errors” to view incomplete sections of the SmartForm and complete before submission for IBC review

Click the Jump To Menu on any page of the SmartForm and a drop down menu will display to review all sections.

Select the page you would like to Jump To

Each boxed checked, will open a section in the SmartForm to insert additional study details.

In 2.0, you may only select “Humans” or “Animals”. Selection of both is NOT an option.

# SmartForm (cont'd)

On the final page (View 10.0), use “Hide/ Show Errors” to confirm all sections are complete, no errors or warnings are present, and click “Finish”.

Click Hide/ Show errors to confirm SmartForm is complete prior to submission.

If applicable, errors will appear. Click the links to return to page and complete the section.

When you have completed all sections, click “Refresh” to clear and close the error window.

Click Finish when complete.

The screenshot displays the AURA IBC SmartForm interface. At the top, the header includes 'AURA IBC' and 'THE UNIVERSITY OF CHICAGO'. The breadcrumb trail shows 'You Are Here: Central Interactions with Endo...'. The navigation bar contains buttons for '<< Back', 'Save | Exit', 'Hide/Show Errors', 'Print...', 'Jump To: - Finish', and 'Finish'. The main content area is titled '10.0 Finish' and contains two bullet points: 'Please take this opportunity to review the information you have provided. It is very important that the responses in this protocol be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel training will result in a delay in the review of this protocol and may result in the protocol being returned to the study team for correction or completion.' and 'Please note that this protocol has not yet been submitted for review. Upon completing the information in this protocol and clicking the "finish" button below, the Principal Investigator must also click the "Submit" activity from the protocol workspace in order to forward this submission for review.' Below the text is a 'Thank you for completing the information required to submit this IBC protocol.' message. At the bottom, there is an 'Error/Warning Messages' table with a 'Refresh' button. The table has three columns: 'Message', 'Field Name', and 'Jump To'. Two error messages are listed: 'This is a required field; therefore, you must provide the required information.' for 'Administered to Humans' (Jump To: 4.1 Administration of Agents to Humans) and 'This is a required field; therefore, you must provide the required information.' for 'Study population and eligibility criteria' (Jump To: 4.2 Human Research Participants). A dashed arrow points from the 'Hide/Show Errors' button to the error messages table. A green circle highlights the 'Finish' button in the navigation bar.

Message	Field Name	Jump To
— This is a required field; therefore, you must provide the required information.	Administered to Humans	4.1 Administration of Agents to Humans
— This is a required field; therefore, you must provide the required information.	Study population and eligibility criteria	4.2 Human Research Participants

# Submit Protocol for IBC Review

After clicking “Finish”, the PI must click “Submit” to send the protocol for IBC Review.

The screenshot shows the AURA IBC interface for 'Central Interactions with Endocrine Pancreas'. The left sidebar contains a 'Current Status' section with a 'Pre Submission' button and 'Activities' including 'Submit' (circled in green), 'Copy Protocol', 'Send Email', 'Log Public Comment', 'Withdraw Protocol', and 'Add Supporting Documents'. The main content area displays protocol details: ID: IBC1188(1), PI: IBC PI, Submission Type: Resubmission, Submission Date, Original Approval Date, Expiration Date, Last Amended Date, Committee Correspondence, Facility Details, Biohazard, Summary of Risk, Highest Biosafety Level, Animal Biosafety Level, NIH Guidelines, and Lab Inspection Complete/Meeting. A workflow diagram at the bottom shows stages: Pre-Submission, Pre Review, IBC Review, Post Review, and Review Complete, with 'Changes Requested' loops between Pre Review and IBC Review, and between IBC Review and Post Review. A 'History' tab is visible at the bottom with options like Personnel Training, Biohazard Details, Reviewer Notes, Documents, Related Research/Funding, and Amendments/Resubmission.

Click Submit (PI Only) to send protocol for review.

Note: If you are NOT the PI, inform the PI that the protocol is ready for submission. You may use the “Send E-mail” activity or inform PI outside of the system.