

**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 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

# Access your Protocol

From your homepage access your protocol.

The screenshot shows the AURA IBC website interface. The header includes the AURA IBC logo, The University of Chicago logo, and user navigation links (Name, My Home, Logoff). The left sidebar contains navigation options: IBC User, AURA IBC Training Website, My Roles (IBC User), and a Create button for New IBC Protocol. The main content area is titled 'Page for Ramona Boone' and includes a welcome message and two sections: 'Alert Protocols Expiring' and 'Biosafety Cabinet Certification Expirations', both showing 'No data to display'. Below these is a navigation menu with 'Active' highlighted in a green circle. A table of active protocols is displayed below the menu.

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name	Last Amended Date	Approval Date	Expiration Date
IBC1188(0)	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/17/2014 6:58 PM	Active		New	IBC	PI	9/20/2011		9/20/2016

Click on the Active Tab

Click on the name of the protocol to enter the protocol workspace

# Create Personnel/ Funding Amendment

Click Personnel – Funding Amendment.

Enter a description of changes/ amendments and click OK.

The screenshot displays the AURA IBC web interface. The top navigation bar includes the AURA IBC logo, the University of Chicago crest and name, and user options like 'Name', 'My Home', and 'Logoff'. The main content area is titled 'Central Interactions with Endocrine Pancreas' and shows protocol details such as ID (IBC1188(0)), PI (IBC PI), Submission Type (New), and various dates. A modal dialog box titled 'Personnel - Funding Amendment' is open, containing instructions and a text input field for a description of changes. The 'OK' button at the bottom of the dialog is circled in green. A red arrow points to the text input field. In the background, a 'Review Complete' button is visible, and the left sidebar shows the 'Personnel - Funding Amendment' option highlighted with a green circle.

**Current Status**  
Active

**Activities**  
Request Protocol Termination  
Copy Protocol  
Send Email  
Log Public Comment  
Add Supporting Documents  
Create Resubmission  
Personnel - Funding Amendment

**Central Interactions with Endocrine Pancreas**

ID:	IBC1188(0)	Submission Type:	New
PI:	IBC PI	Submission Date:	
Alternate Contact(s):	There are no items to display		
IBCS:		Original Approval Date:	9/20/2011
BSO:		Expiration Date:	9/20/2016
Facility Details:	Building Room Number	Last Amended Date:	
	There are no items to display		
Biohazard:		Committee Correspondence:	
Summary of Risk:		Lab Inspection Complete:	
Highest Biosafety Level:			

**Personnel - Funding Amendment**

Instructions:  
You are about to create an amendment to this protocol that will allow you to update the study staff or funding information. If you wish to create this amendment, please hit the OK button below to continue, otherwise hit cancel and the amendment will not be created.

\*Note, you may have only one amendment of this type open at a time. If you previously started a Personnel / Funding Amendment but did not complete it, you will not be allowed to create another.

Principal Investigator: Christopher Rhodes  
Parent IBC Protocol #: IBC1188(0)  
Parent Protocol Title: Central Interactions with Endocrine Pancreas

\* Please provide a brief description of what you are changing/amending:

OK Cancel

# Complete SmartForm

Only two views are available to edit in a Personnel/ Funding amendment.  
Navigate to make your edits and click Continue.

**AURA IBC** THE UNIVERSITY OF CHICAGO Edit: Safety - IBC1188(0)-AD01

You Are Here: Central Interactions with Endo... > Central Interactions with Endo...

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 Protocol Team Members and Funding **Continue >>**

### 1.0 Protocol Team Members and Funding (staff and/or funding changes)

1.0 **Amendment Name:**  
Adding Personnel to Study - 1 person

2.0 **Project Title:**  
Central Interactions with Endocrine Pancreas

3.0 **Principal Investigator:**   
IBC PI

**Principal Investigator Emergency Contact information:**

Last Name	First Name	Department	Email	Pager
IBC	PI	Medicine-Endocrinology		

4.0 Use the "Add" button to identify other individuals involved in the development of this protocol and/or involved in conducting the experiments described within this protocol:

Full Name	Department	Email	Phone Number	Can Edit?	Team Member?	Alternate Contact?
Almas Ali	Medicine	afali@uchicago.edu		no	yes	no

### 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
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Click to Add or Delete to update personnel

Click to select funding proposal associated with your IBC protocol.

# Complete SmartForm

**AURA IBC** | THE UNIVERSITY OF CHICAGO | Edit: Safety - IBC0568(0)-AD04

You Are Here: [Molecular Oncology of Human Bo...](#) > [Adding funding](#)

<< Back | Save | Exit | Hide/Show Errors | Print... | Jump To: [ ] | **Finish**

## 10.0 Finish Amendment

- A friendly reminder that an amendment is not complete until it has been reviewed, acknowledged by all staff, and "Approved". Once it has been approved, the information within this amendment will overlay the information in your "Active" protocol.
- Just as with a normal protocol submission, this Amendment must be reviewed and submitted for by the Principal Investigator for completeness. Once the Principal Investigator agrees to the contents of this amendment, the Principal Investigator must click the "Submit" activity from the workspace.

Thank you for completing the information required to submit this IBC amendment.

<< Back | Save | Exit | Hide/Show Errors | Print... | Jump To: [ ] | Finish

Click Finish when complete.

# Submit Protocol

Only the PI may submit the protocol by clicking “Submit”. Thereafter, the protocol enters the “Awaiting Study Staff Acknowledgement” state.

**AURA IBC** THE UNIVERSITY OF CHICAGO Name | My Home | Logoff

Researcher Profiles

Safety > Central Interactions with Endocrine Pancreas > Central Interactions with Endocrine Pancreas

**Current Status**

Pre Submission

Edit Smartform

Print Preview

View Differences

**Activities**

Submit

Send Email

Log Public Comment

Withdraw Protocol

Add Supporting Documents

**Central Interactions with Endocrine Pancreas**

ID: IBC1188(0)-AD01 Submission Type: Amendment

PI: IBC PI Submission Date:

Alternate Contact(s): Pamela Postlethwait Amendment Approval Date:

IBCS: Committee Correspondence:

BSO:

Facility Details: Building Room Number

There are no items to display

**Submit**

The Principal Investigator is responsible for the following:

- Providing adequate training and supervision of staff in microbiological techniques and practices required to ensure safety and for procedures in dealing with accidents.
- Enforcing federal regulations regarding laboratory safety for all persons who work under his/her direction, ensuring appropriate physical containment and for the proper disposal of all recombinant or synthetic nucleic acids, bacteria, viruses and other biohazardous agents.
- Adverse events such as work related injury or exposure needs to be reported to the IBC.
- Ensuring that co-investigators, if any, employ the necessary safeguards to protect laboratory personnel, students and the community from potential hazards posed by the project.
- Complying with shipping requirements for recombinant or synthetic nucleic acids, bacteria, viruses and other biohazardous agents.

I understand my responsibility with regard to laboratory safety and certify that the protocol, as approved by the IBC, will be followed during the period covered by this research project. Any future changes will be submitted for IBC review and approval prior to implementation.

I agree with the above statement:

OK Cancel

**on Complete:**

Post Review

Changes Requested

Review Complete

Click Submit (PI Only) to complete the amendment and OK.

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

# Staff Acknowledgement

When adding protocol personnel, protocol enters the “Awaiting Study Staff Acknowledgement” until all new staff have acknowledged reading the protocol. Thereafter, protocol amendment enters the “Approved” state.

Amendment remains in this State until all new personnel.

The screenshot displays the AURA IBC interface for 'Central Interactions with Endocrine Pancreas'. The 'Current Status' is 'Awaiting Staff Acknowledgement', highlighted with a red circle. The 'Activities' sidebar includes 'Remove Study Staff Member', 'Send Email', 'Log Public Comments', 'Withdraw Protocol', and 'Add Supporting Documents'. A dialog box titled 'Remove Study Staff Member' is open, showing instructions and a table of study staff. The table lists Pamela Postlethwait as the study staff member. A flowchart on the right shows the process flow: 'Post Review' leads to 'Review Complete', and 'Changes Requested' leads back to 'Post Review'. The bottom of the interface shows 'Submitted' status, 'IBC PI' information, and a timestamp of '12/19/2014 4:55 PM CST'.

Full Name	Department	Email	Phone Number	Can Edit?	Team Member?	Alternate Contact?
Pamela Postlethwait	Research Admin	ppostle1@uchicago.edu	4-5850	no	yes	yes

Note: If one or more protocol staff is unable to complete “Acknowledgement”, PI may remove the staff member to send the amendment to the “Approved” state.