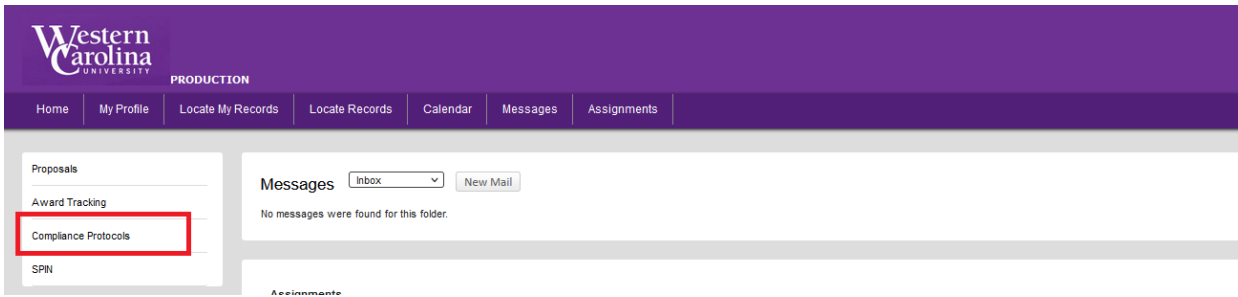


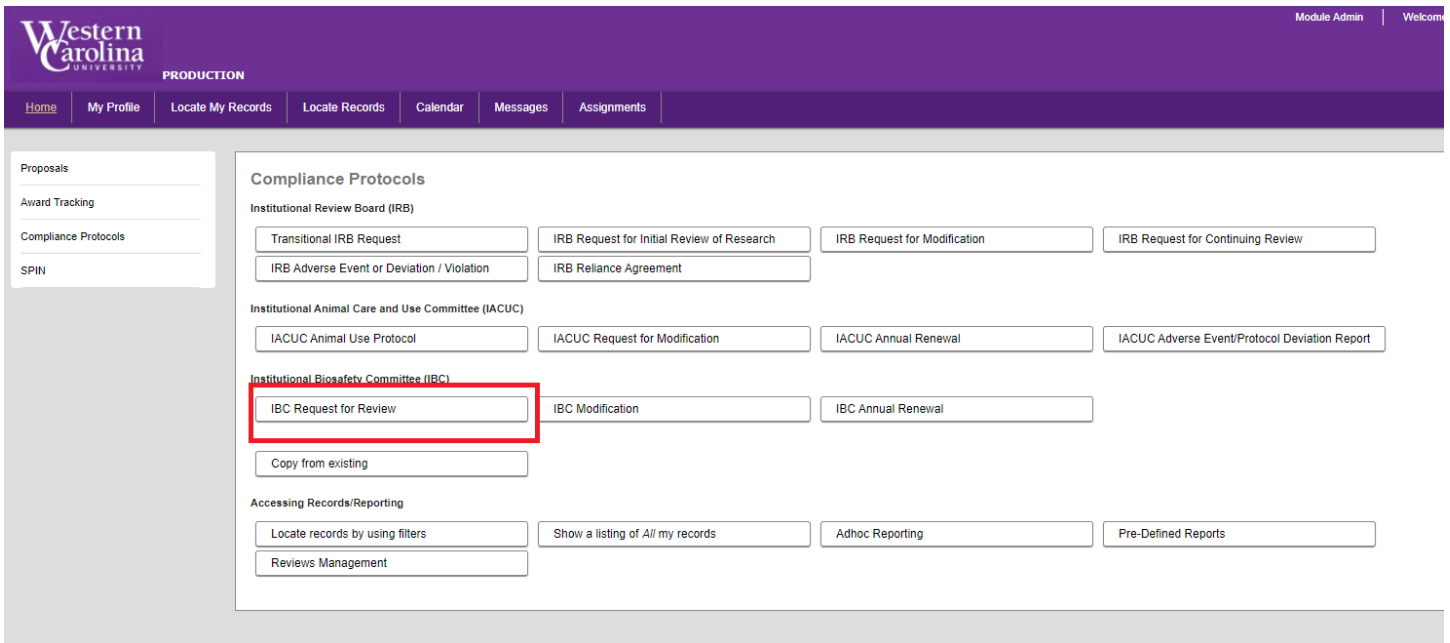
## How to Create a New IBC Application

Login to [InfoEd](#) using your WCU credentials. You will be taken to your home screen in InfoEd. Click on “Compliance Protocols” in the menu on the left.



The screenshot shows the Western Carolina University InfoEd home screen. The top navigation bar includes links for Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Assignments. On the left sidebar, the menu items are: Proposals, Award Tracking, Compliance Protocols (highlighted with a red box), and SPIN. The main content area shows a Messages section with an 'Inbox' dropdown and a 'New Mail' button, with a message stating 'No messages were found for this folder.'

Navigate to the Institutional Biosafety Committee section and click on IBC Request for Review



The screenshot shows the 'Compliance Protocols' page in InfoEd. The left sidebar menu is the same as in the previous screenshot, with 'Compliance Protocols' selected. The main content area is titled 'Compliance Protocols' and is organized into sections:

- Institutional Review Board (IRB)**: Includes buttons for 'Transitional IRB Request', 'IRB Request for Initial Review of Research', 'IRB Request for Modification', 'IRB Request for Continuing Review', 'IRB Adverse Event or Deviation / Violation', and 'IRB Reliance Agreement'.
- Institutional Animal Care and Use Committee (IACUC)**: Includes buttons for 'IACUC Animal Use Protocol', 'IACUC Request for Modification', 'IACUC Annual Renewal', and 'IACUC Adverse Event/Protocol Deviation Report'.
- Institutional Biosafety Committee (IBC)**: Includes buttons for 'IBC Request for Review' (highlighted with a red box), 'IBC Modification', and 'IBC Annual Renewal'. Below this section is a 'Copy from existing' button.
- Accessing Records/Reporting**: Includes buttons for 'Locate records by using filters', 'Show a listing of All my records', 'Adhoc Reporting', 'Pre-Defined Reports', and 'Reviews Management'.

Begin filling out the application. Save your work continually as you complete the application. (End date is applicable for modifications or renewals, if a PI is rolling off a project and a new PI is being added. It can be left blank.) Add personnel using the yellow plus sign next to Personnel – Review. More sections will populate depending on your selection to question a.

PROTOCOL INFORMATION

When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.

All faculty are required to complete Vivid Biosafety and rDNA training prior to beginning experiments. Student researchers must complete Vivid Biosafety training. Contact the Safety Officer (safety@wcu.edu) to access training.

IBC Protocol #: 2022-02-28-02 Submission Number: 2022-02-28-02-01

Project Title:

Principal Investigator:  
Carson, Jamie  
Department: Sponsored Research  
Address 1: Sponsored Research  
Phone: 8282272921

\* Beginning Date:  End Date:

Funding Source  
For internal grants and/or awards please select, Western Carolina University.

Submission Type: IBC Request for Review Protocol Type: IBC

\* a. Is this protocol for the use of rDNA in a classroom or laboratory setting?

Personnel - Review

Delete Personnel - Review

Name  
Carson, Jamie

If conducting laboratory research, click Add to describe each experiment and each facility location. You may add as many experiments as necessary.

Western Carolina University | Graduate School and Research

Save Lock Form Submit

---

**PROJECT DESCRIPTION**

\* a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered.

b. Use the Add button on the right to describe each experiment.

\* Describe Experiments

[Add](#)

Describe locations where experiments will be conducted and include a description of facilities in each location.

[Add](#)

\* Describe the personnel training procedures for the following areas: basic laboratory safety, accident or spill procedures, and experiment specific training. List all relevant Standard Operating Procedures and the relevant Guidelines:

\* [Biosafety lab training](#) conducted by the PI must be documented for each person engaged in research, including unpaid undergraduates. A training checklist is recommended to document in-lab training items. Describe how training will be documented of training and the location where the documentation will be available for review during labs inspections:

If you have additional documents to share with the IBC regarding this protocol, please upload them here.

[Add](#)

---

**MATERIALS TRANSFER AGREEMENTS OR PERMITS**

Attach any relevant Materials Transfer Agreements or permits to this application.

[Add](#)

School rch

Save Lock Form Submit

[Add](#)

Type of Experiment	<input type="checkbox"/> Any biological material that requires a CDC import license or USDA permit <input type="checkbox"/> Biohazardous agents (including fungi, protozoa, bacteria, viruses, prions) <input type="checkbox"/> Biologically derived toxins with LD50 of less than 100 ng/kg body weight <input type="checkbox"/> Deliberate transfer of a drug resistance trait to a microorganism <input type="checkbox"/> Planned introduction of genetically modified organism into the environment <input type="checkbox"/> Primate (including human) source material (ex. blood, body fluids, cell lines) <input type="checkbox"/> Purchase, creation, or use of transgenic animals <input type="checkbox"/> Purchase, creation, or use of transgenic plants <input type="checkbox"/> Recombinant and synthetic nucleic acids (including DNA and RNA)
Experiment #	<input type="text"/>
Organism Source of DNA	<input type="text"/>
Nature of Inserted Sequences (list protein produced and any known toxicities)	<input type="text"/>
Host	<input type="text"/>
Vector	<input type="text"/>
Physical Containment	<input type="text"/>
Risk Group	<input type="text"/>
<a href="#">NIH Guidelines Section Citation</a>	<input type="text"/>
Describe procedures that will be used to attain these containment levels:	<input type="text"/>
Describe the waste disposal practices, including	<input type="text"/>

[Remove](#)

When you are finished with the application, click Lock Form. This will check that you completed all necessary fields. If you did not, you will not be able to lock the form. A new popup will appear, listing all questions that still need to be answered. Once complete, lock the form, and click Submit. Once submitted, the window will close. You will receive an email that your submission was received by the Compliance Office.

Describe locations where experiments will be conducted and include a description of facilities in each location.

[Add](#)

<a href="#">Remove</a>	
Location (Building & Room #)	<input type="text"/>
Description of Facilities	<input type="text"/>
Is this space registered with the Safety Officer? Registered labs have emergency contact signage on their doors	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* Describe the personnel training procedures for the following areas: basic laboratory safety, accident or spill procedures, and experiment specific training. List all relevant Standard Operating Procedures and the relevant Guidelines:

\* **Biosafety lab training** conducted by the PI must be documented for each person engaged in research, including unpaid undergraduates. A training checklist is recommended to document in-lab training items. Describe how training will be documented of training and the location where the documentation will be available for review during labs inspections:

If you have additional documents to share with the IBC regarding this protocol, please upload them here.

[Add](#)

#### MATERIALS TRANSFER AGREEMENTS OR PERMITS

Attach any relevant Materials Transfer Agreements or permits to this application.

[Add](#)

#### PRINCIPAL INVESTIGATOR STATEMENT

\* The information above and on the attached pages is accurate and complete. I am familiar with and agree to abide by the relevant provisions of the current National Institute of Health (NIH) guidelines and other specific instructions from the NIH and IBC pertaining to this project.

By clicking the box below, I agree to the following statements:



Graduate School and Research

wcu.infoedglobal.com says  
Incomplete mandatory field(s) found

OK

Describe

Location (Building & Room #)

Description of Facilities

**These Mandatory Questions need to be completed**

Protocol Information	Beginning Date:
Personnel	Role
Project Description	a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered:
Project Description	Describe the personnel training procedures for the following areas: basic laboratory safety, accident or spill procedures, and experiment specific training. List all relevant Standard Operating Procedures and the relevant Guidelines:
Project Description	Biosafety lab training conducted by the PI must be documented for each person engaged in research, including unpaid undergraduates. A training checklist is recommended to document in-lab training items. Describe how training will be

Save Lock Form Submit

Describe locations where experiments will be conducted and include a description of facilities in each location.

Location (Building & Room #)	<input type="text"/>	<a href="#">Add</a> <a href="#">Remove</a>
Description of Facilities	<input type="text"/>	
Is this space registered with the Safety Officer? Registered labs have emergency contact signage on their doors	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe the personnel training procedures for the following areas: basic laboratory safety, accident or spill procedures, and experiment specific training. List all relevant Standard Operating Procedures and the relevant Guidelines:

Biosafety lab training conducted by the PI must be documented for each person engaged in research, including unpaid undergraduates. A training checklist is recommended to document in-lab training items. Describe how training will be documented of training and the location where the documentation will be available for review during labs inspections:

If you have additional documents to share with the IBC regarding this protocol, please upload them here.  
[Add](#)

**MATERIALS TRANSFER AGREEMENTS OR PERMITS**

Attach any relevant Materials Transfer Agreements or permits to this application.  
[Add](#)

**PRINCIPAL INVESTIGATOR STATEMENT**

The information above and on the attached pages is accurate and complete. I am familiar with and agree to abide by