Responding to Requests in e-IBC

1. The PI is notified by email about issues or questions posed by the departmental endorser, the IBC, or the IBC staff.

2. The email notification gives specific instructions when further information is required.

From: IBCinfo@osu.edu [mailto:IBCinfo@osu.edu]
Sent: Thursday, June 03, 2010 12:52 PM
To: Your Name
Subject: e-IBC: Further Information Required

Further Information Required

<table>
<thead>
<tr>
<th>PROTOCOL NUMBER</th>
<th>PROTOCOL TITLE</th>
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PI Name

The Institutional Biosafety Committee (IBC) has reviewed the above referenced submission and determined that further information is required.

To navigate to the submission workspace and see the further information required, click on the link above. You must provide a response. You must provide a response to each "IBC Request" note within the submission before returning the submission to the IBC Office. When you have completed addressing all notes, select the "Submit Response" activity from the submission workspace.

Message from IBC staff:

There may be information on other requirements here.

For assistance contact:
Office of Responsible Research Practices
IBCinfo@osu.edu
247-1562
3. Click on protocol number in email and log in to e-Protocol.

4. You will be directed to the protocol workspace.

5. The system records when the submission was forwarded to the study team.

6. Note that the PI Response is Pending.
7. **Look in the History** for instructions about institutional requirements. These items will not be written anywhere else in the online protocol. In this example, there is a note regarding conflict of interest disclosures required.

8. Follow the instructions in the history and email notification to respond to any institutional requirements.

9. **Respond to concerns/questions noted in the protocol.**
   - These are called Notes.
   - Each note requires a separate PI response.
10. To read the notes:

- **Click on Edit Protocol or Edit Amendment** button on top left hand side of screen.
11. The protocol Identification Screen will open.

12. Look for the yellow note band at the top of the protocol identification screen.
13. The notes are not displayed, until you **Click on the Arrow.**
14. **When the arrow is in the downward position, all notes are visible.**

15. **With the arrow in the downward position, the first note will display. In the example shown above, there are 3 notes. Each requires a response.**
16. Type in the green section to respond to each note.

Each request will be marked Response Required
“Click here to respond.”
17. Click “Next” in the yellow note band to move to the next note.

18. Respond to each note.

19. You will know you have reached the end when no more notes display when you click on “next”.
20. If your protocol was originally created online (not submitted on paper), do not forget to **revise each section of your protocol** to reflect the issues you were asked to address.

21. Use the **jump to** feature to quickly navigate to protocol sections.
22. When responding to requests for further information about an amendment, be sure to revise your online amendment form to reflect the responses you made to all the notes.

23. Click on Exit to return to the protocol workspace.

24. Click on Submit Response or Submit Change