SAFETY- IBC

UVMClick Website	https://www.uvm.edu/ovpr/uvmclick	Email Support	UVMClick@uvm.edu
UVMClick Login	https://rpo.connect.uvm.edu/Safety		

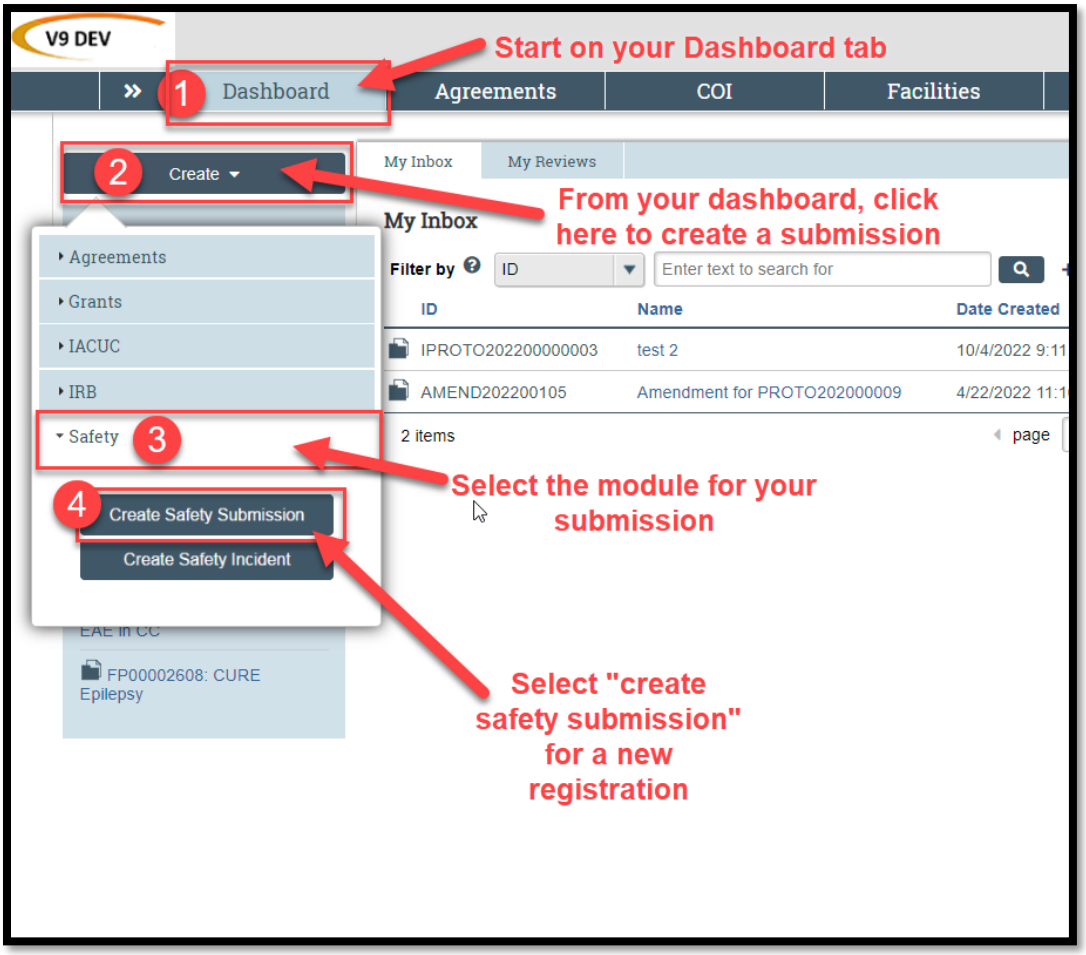
How to Create a Master Protocol Registration (MPR)

You prepare an MPR for IBC review by entering information into a series of on-line smartform pages. The number of smartform pages included may change based on the answers you provide. There is a "Supporting Document" page at the end of the registration where an SOP, BARD, or vector map can be attached.

Before you begin, gather files and information about your research such as:

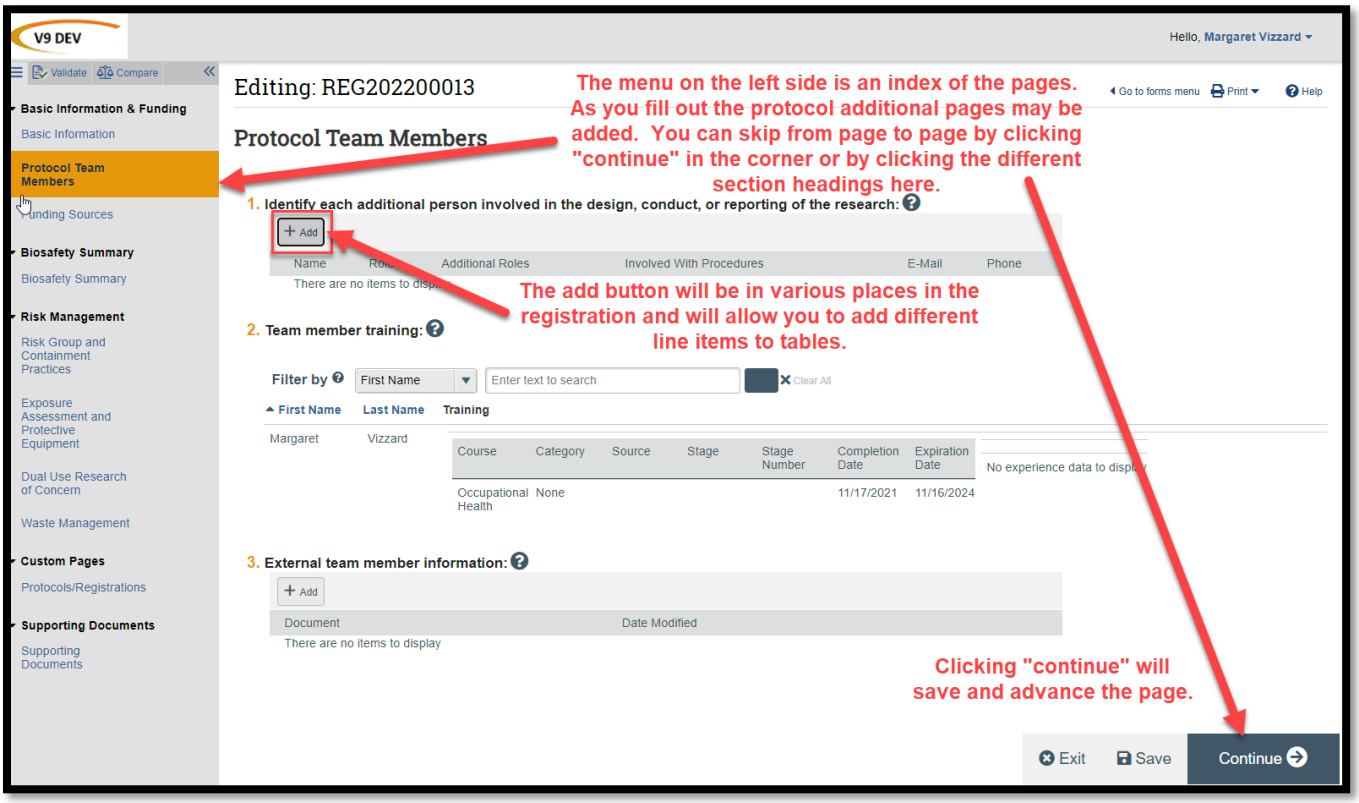
- Supporting information files. See Checklist of Information to Attach later in this document.
- Training Status and Role for each of your study team members

To Create an MPR for review:
From IBC>Submission Screen, Create Safety Submission.



A new registration form will pop up. Fill in the applicable boxes and answer the questions on the forms.
Please note: New UVMClick registrations will have a new numbering scheme. Example: "IREG202200001"

Helpful Hints:



TIP: A red asterisk (*) precedes each mandatory question. If you cannot answer a question at this time or want to continue on a later page, use the menu on the left side or click "save" and come back to your protocol at a later time. All mandatory questions must be answered before the registration can be submitted.
Note: Questions that are not preceded by a red asterisk must still be filled out if the question applies to your work.

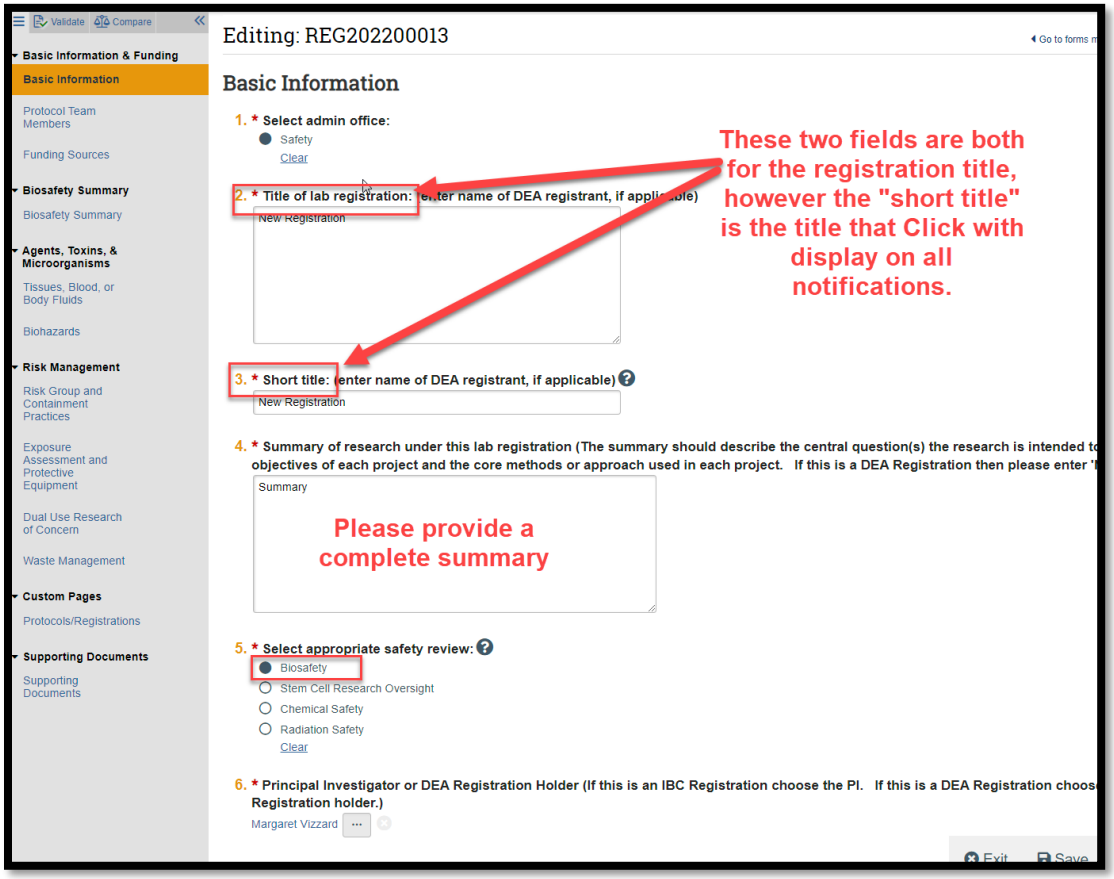
Supporting Documentation:

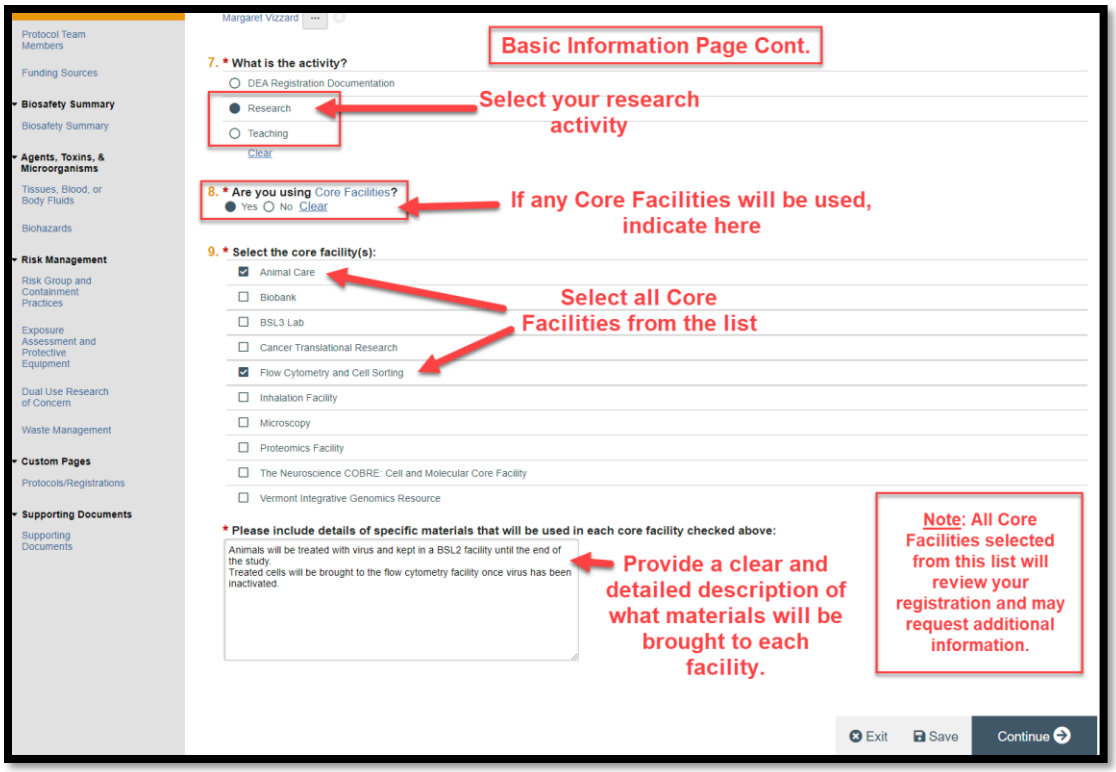
The following Items may be required for your registration submission:

- SOP - Standard Operating procedure
- BARD - Biological Agent Reference Document
- Grant/Contract - Sponsor and ID#
- Grant Document(s)
- Vector maps

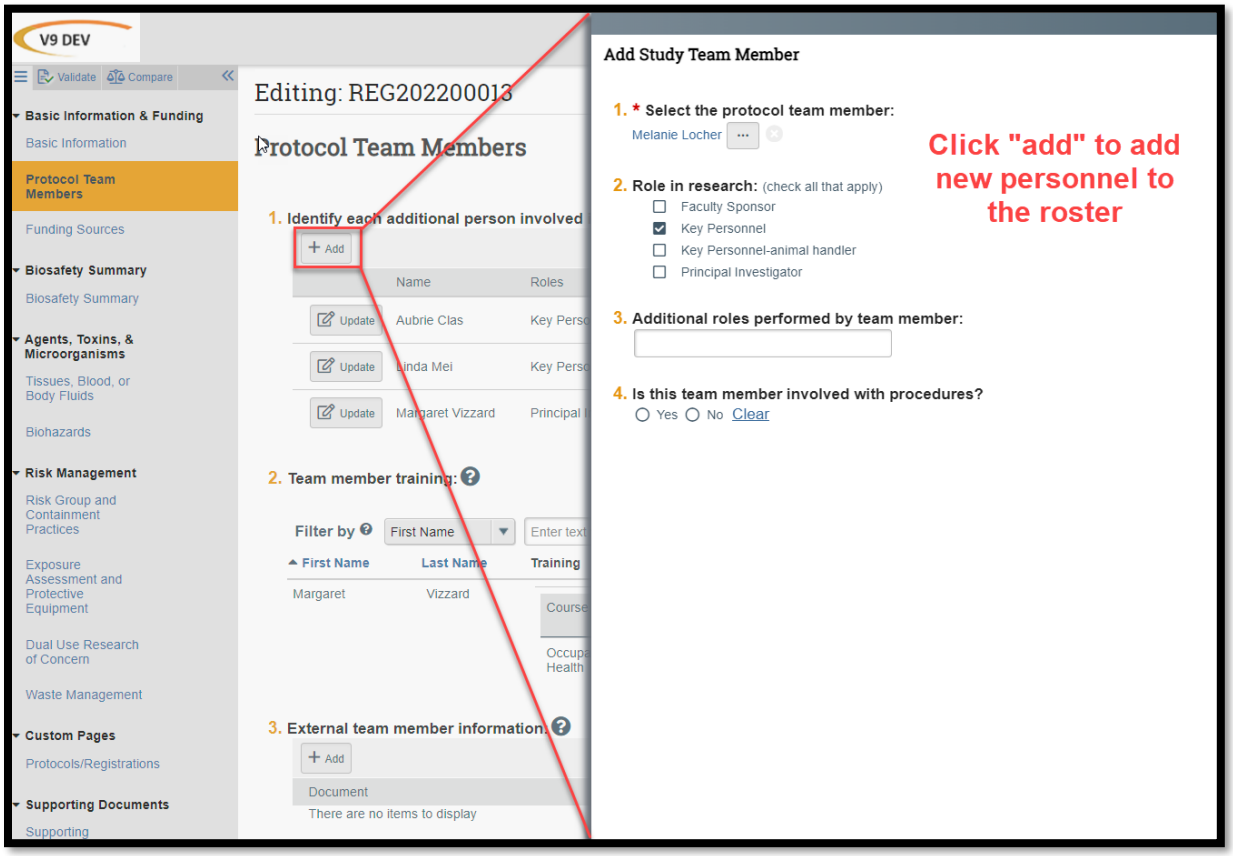
A page-by-page guide:

Basic Information page:

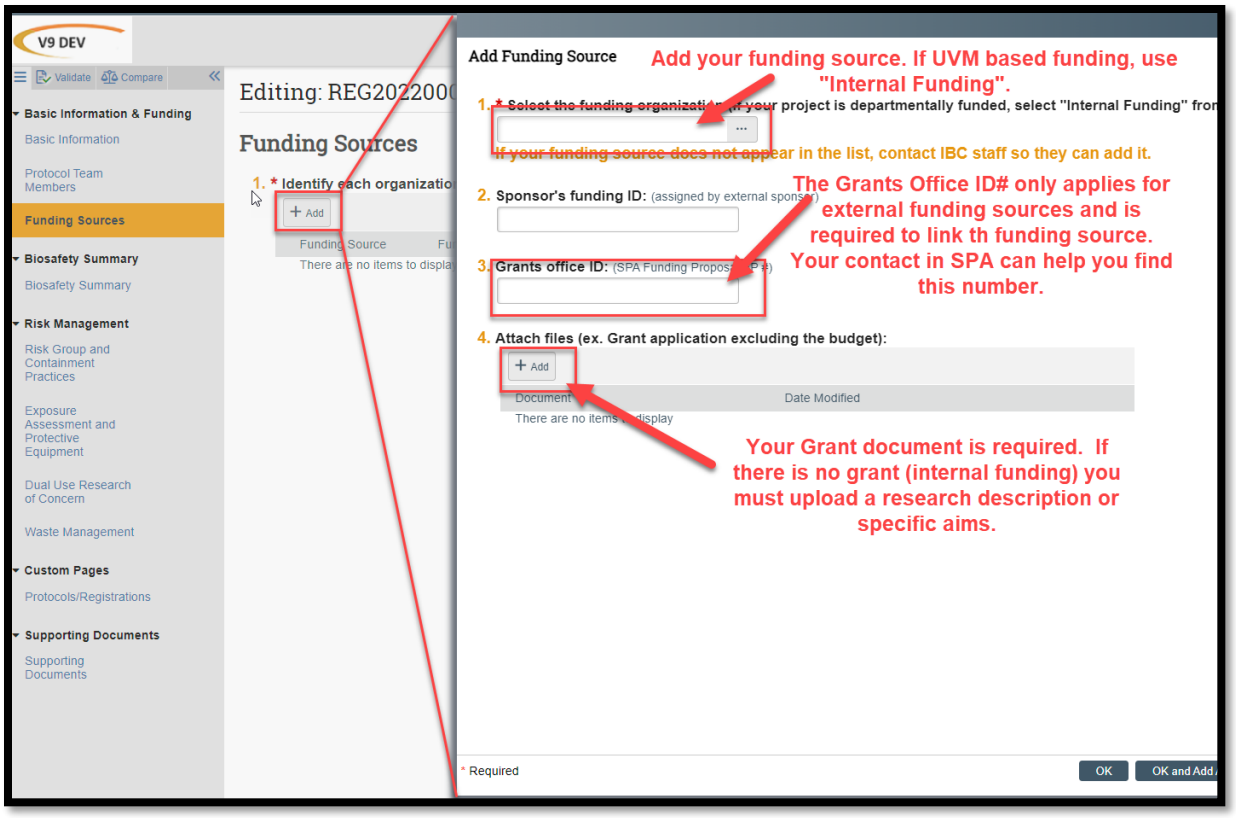




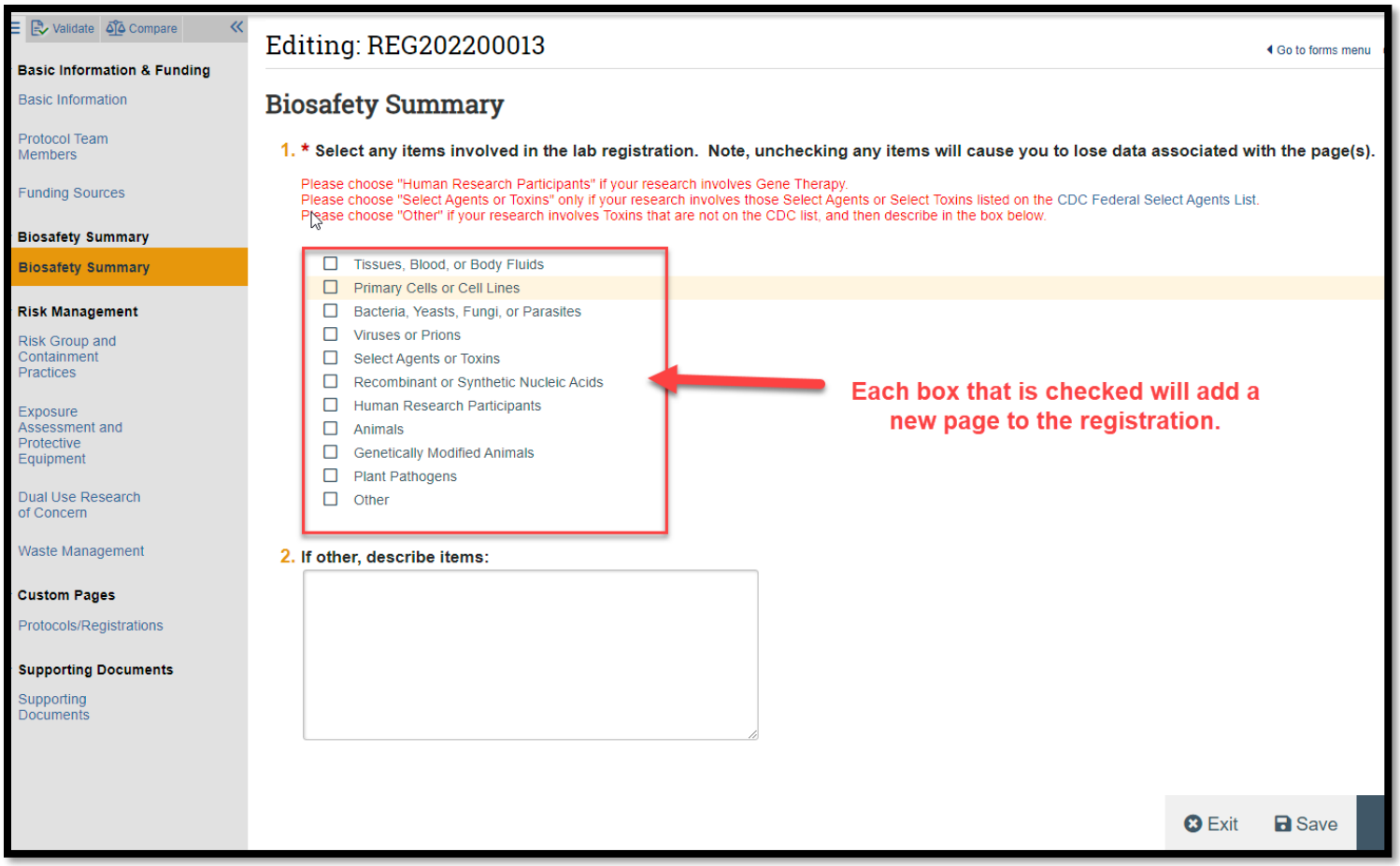
Protocol Team Members page:



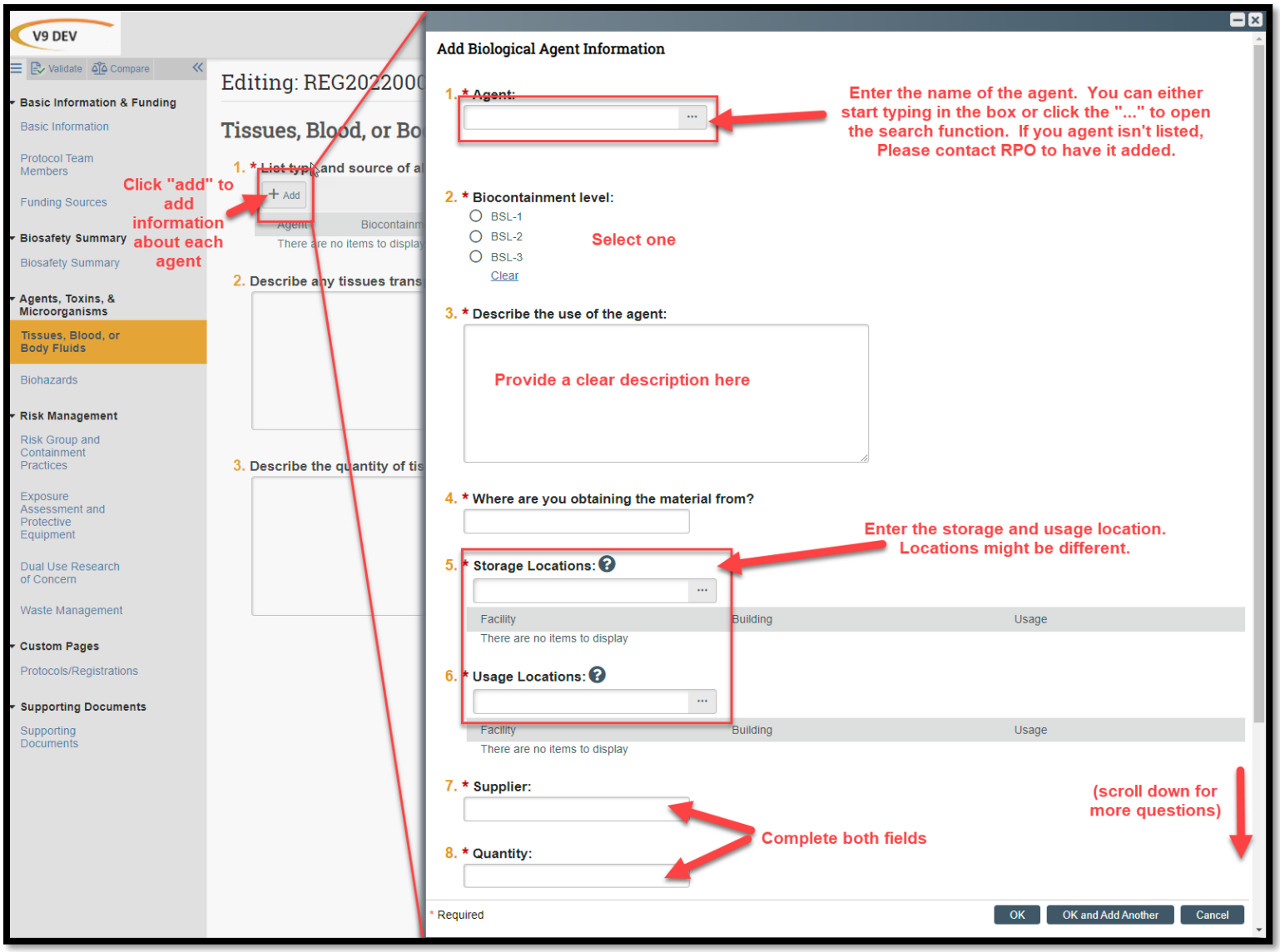
Funding sources page:

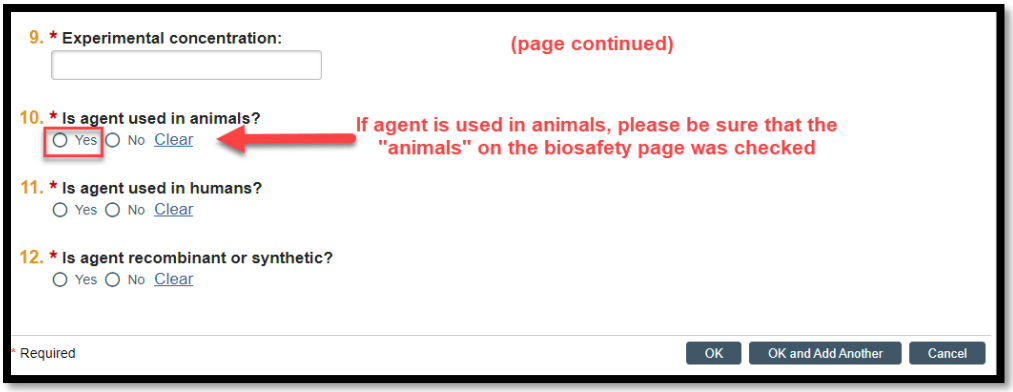


Biosafety Summary page:

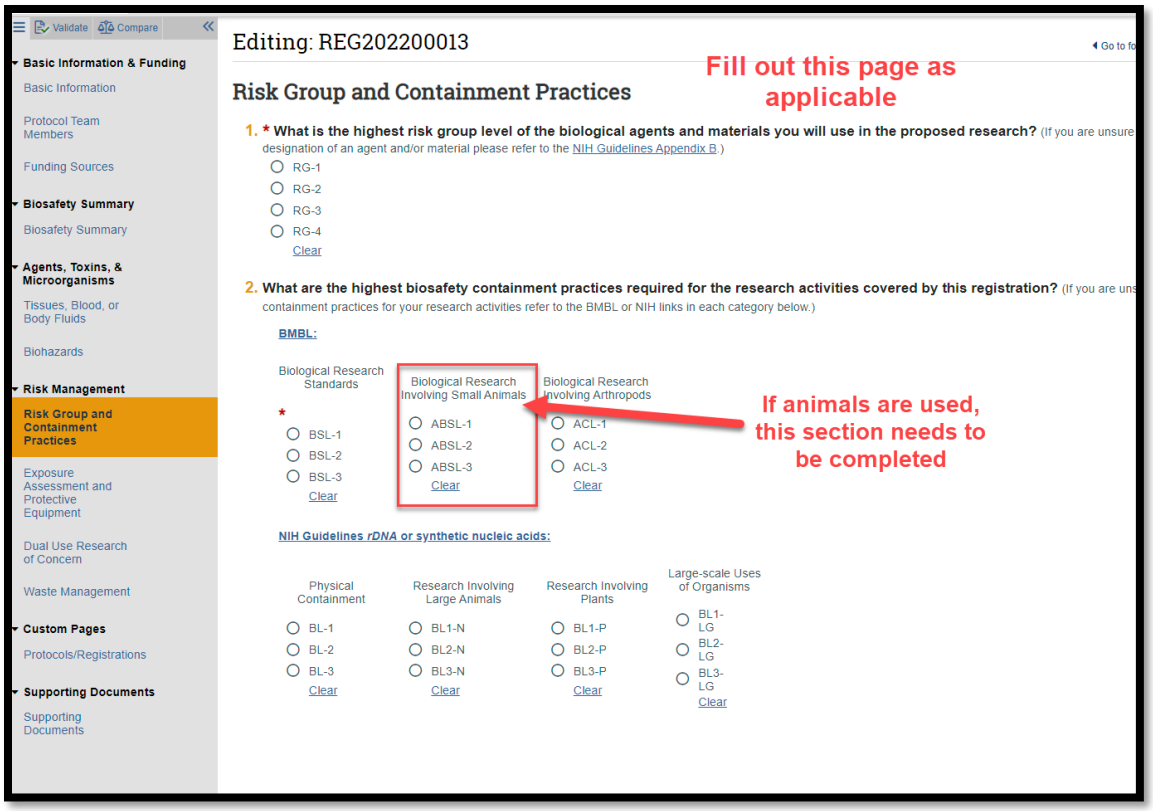


Agents, Toxins, and Microorganisms pages (all are similar):

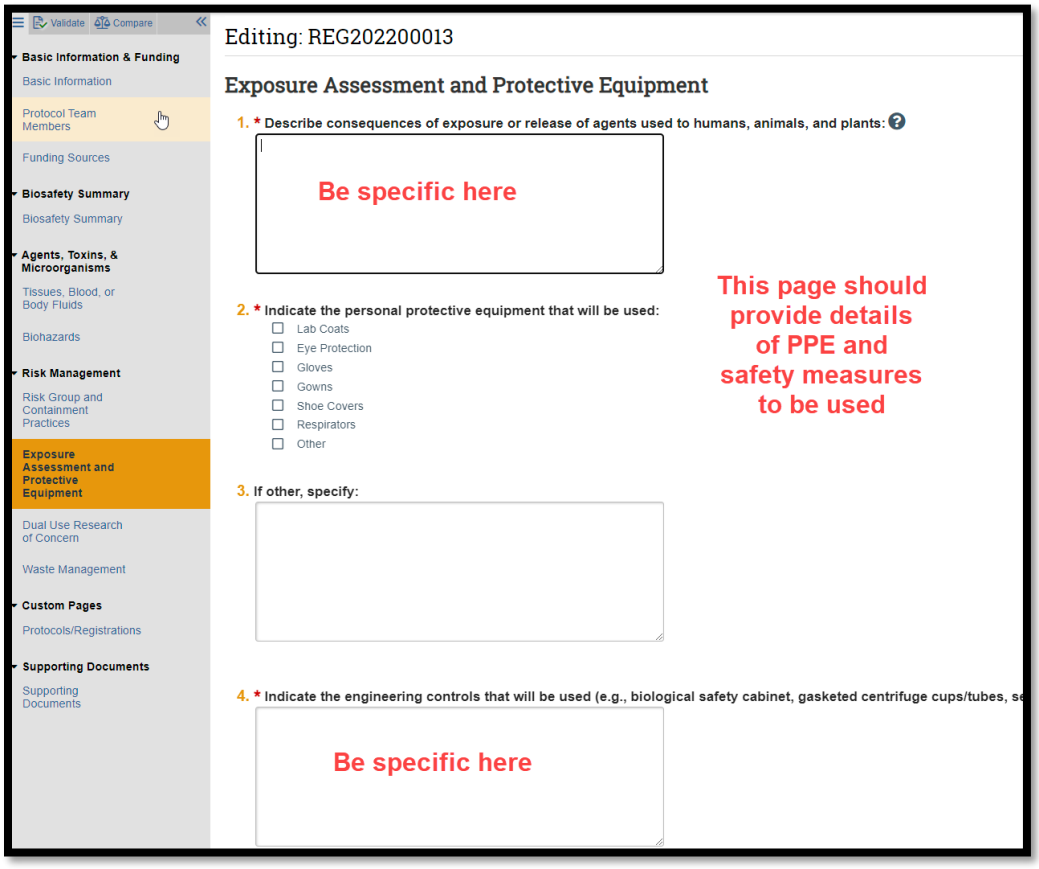




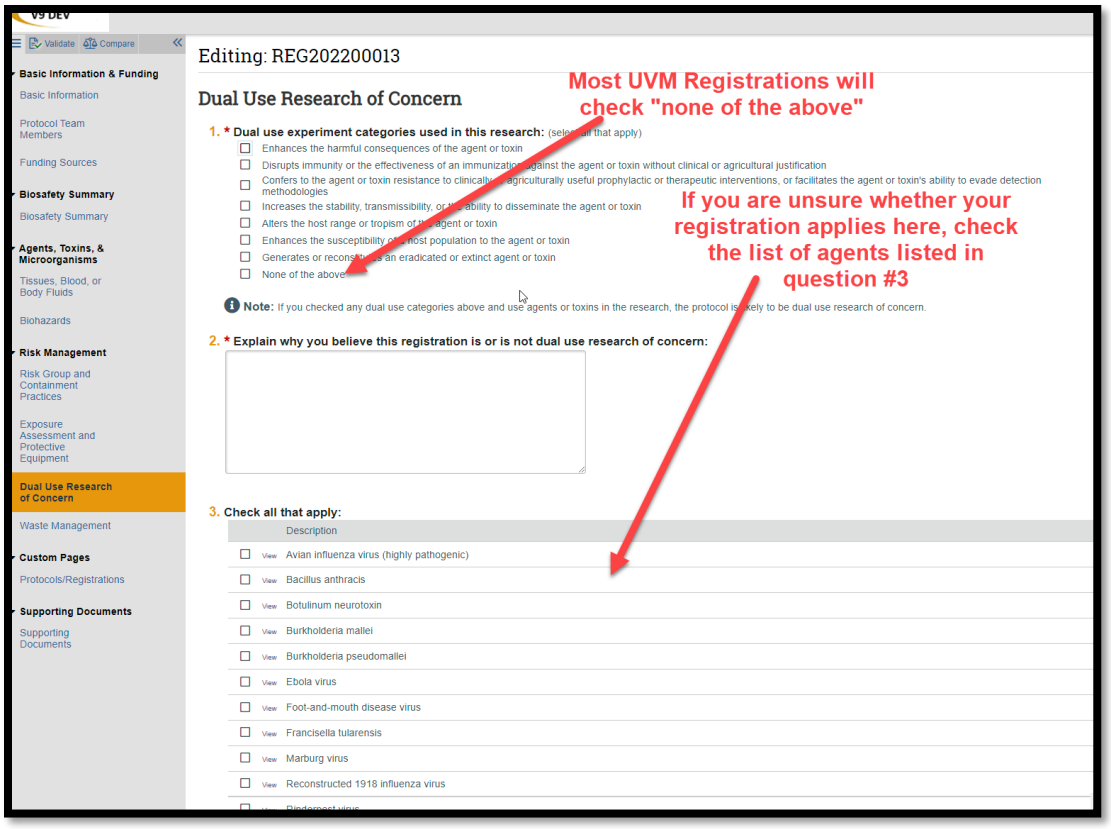
Risk Group and Containment Practices page:



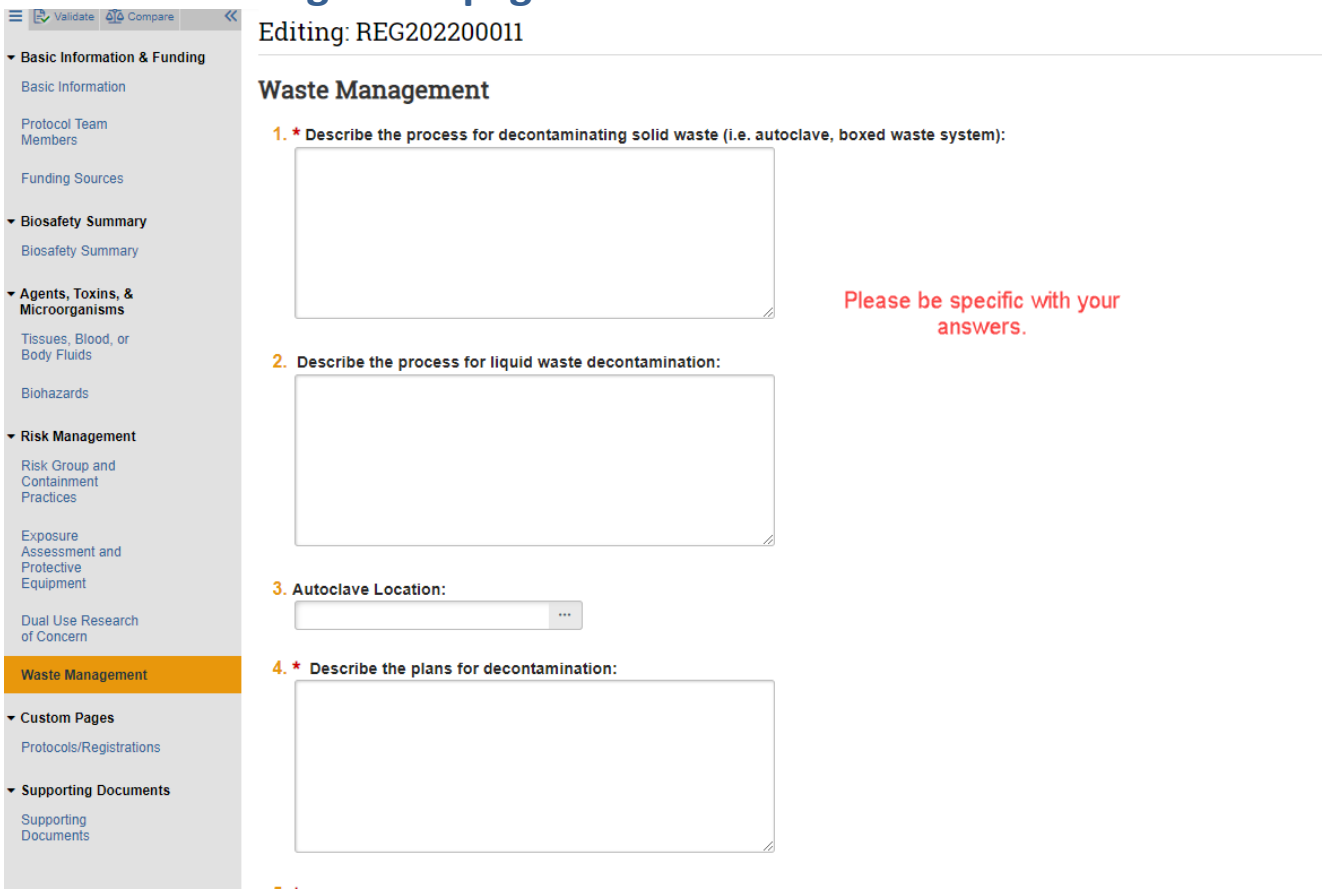
Exposure Assessment and Protective Equipment page:



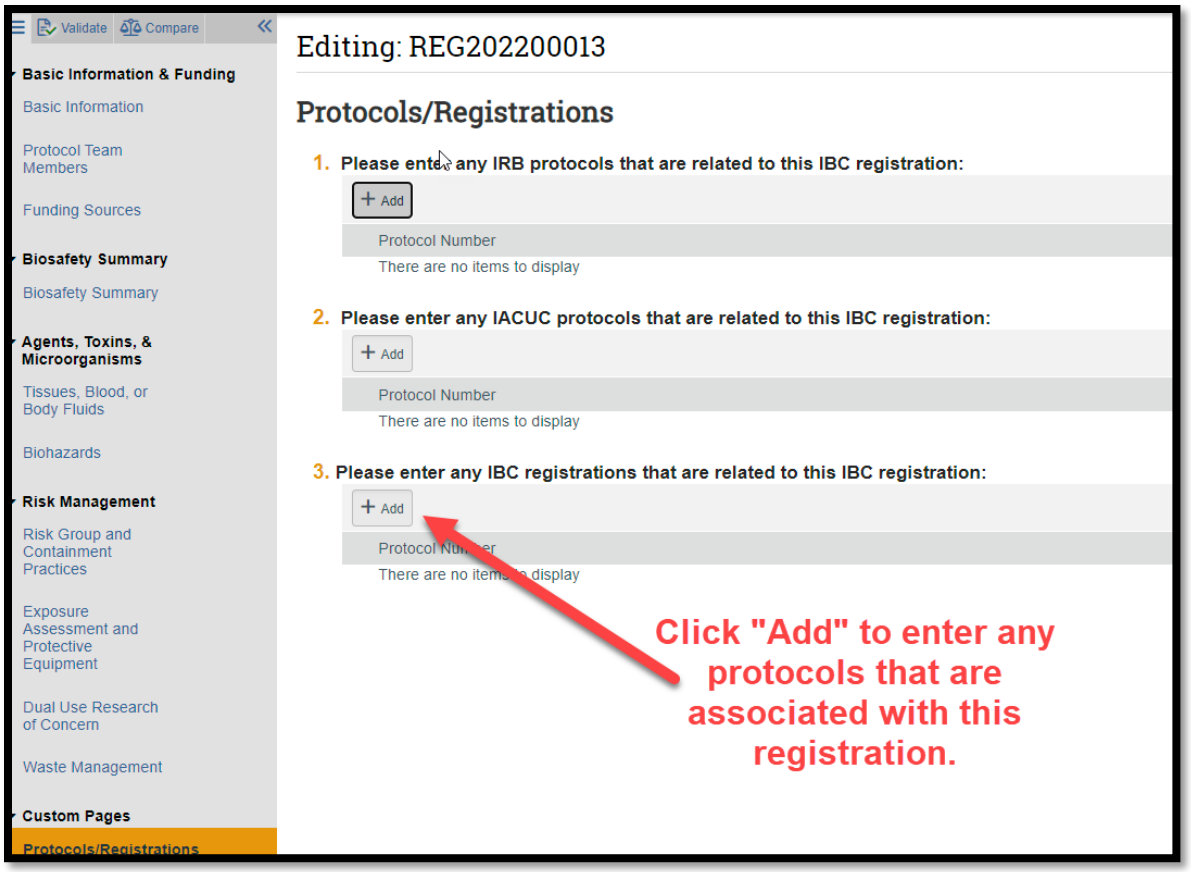
Dual Use Research of Concern page:



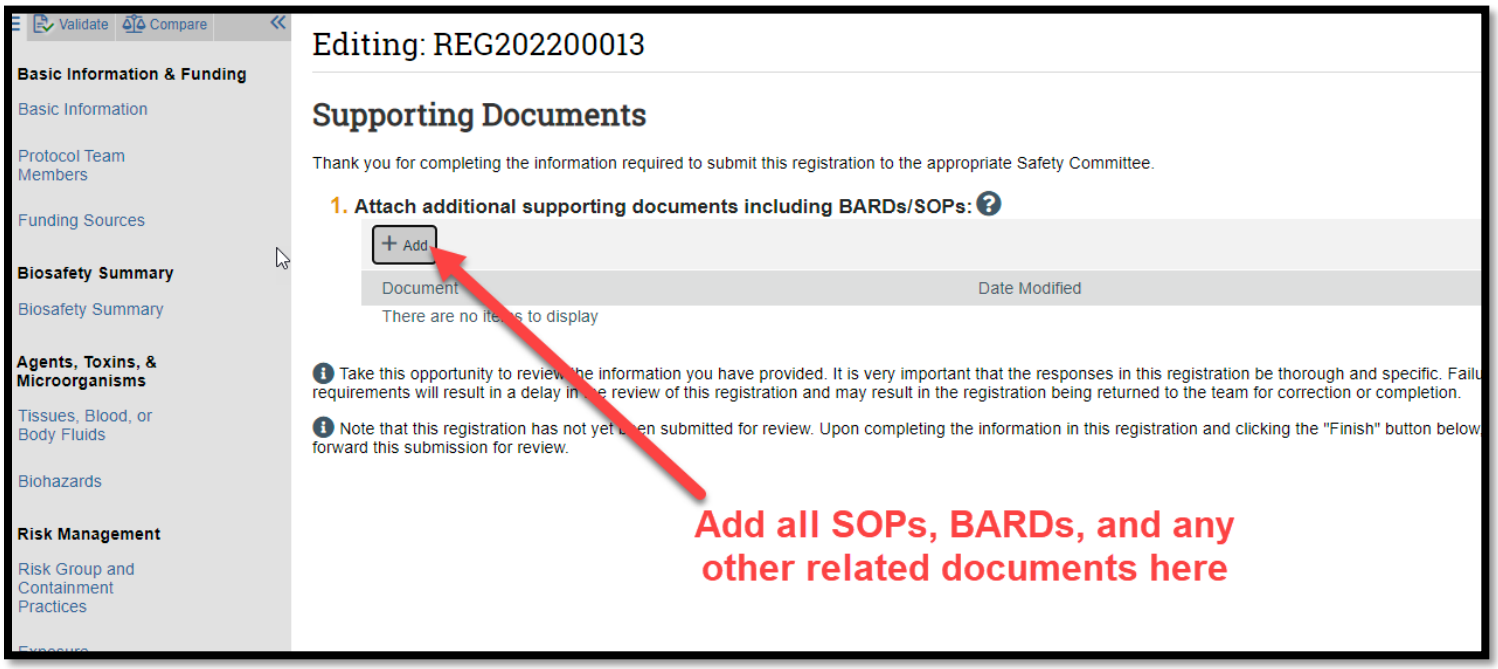
Waste Management page:



Protocols/Registrations page:



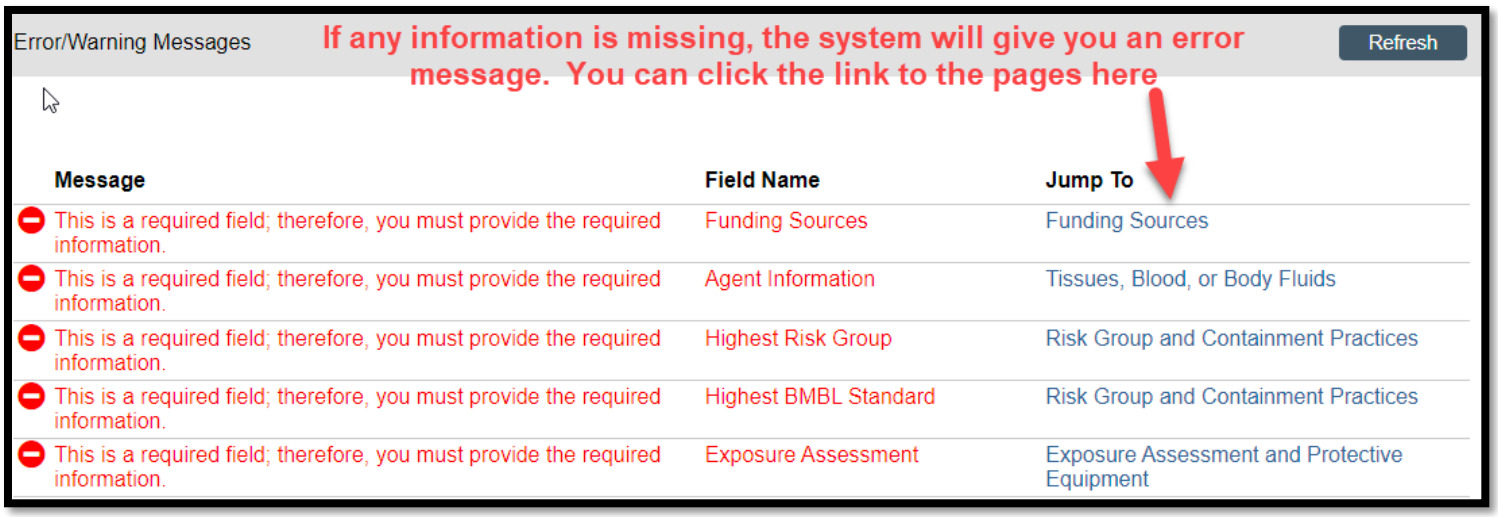
Supporting Documents page:



SUBMISSION:

When the registration is completed, you will need to click "submit" to send it to RPO to begin the review process. On the main protocol page:

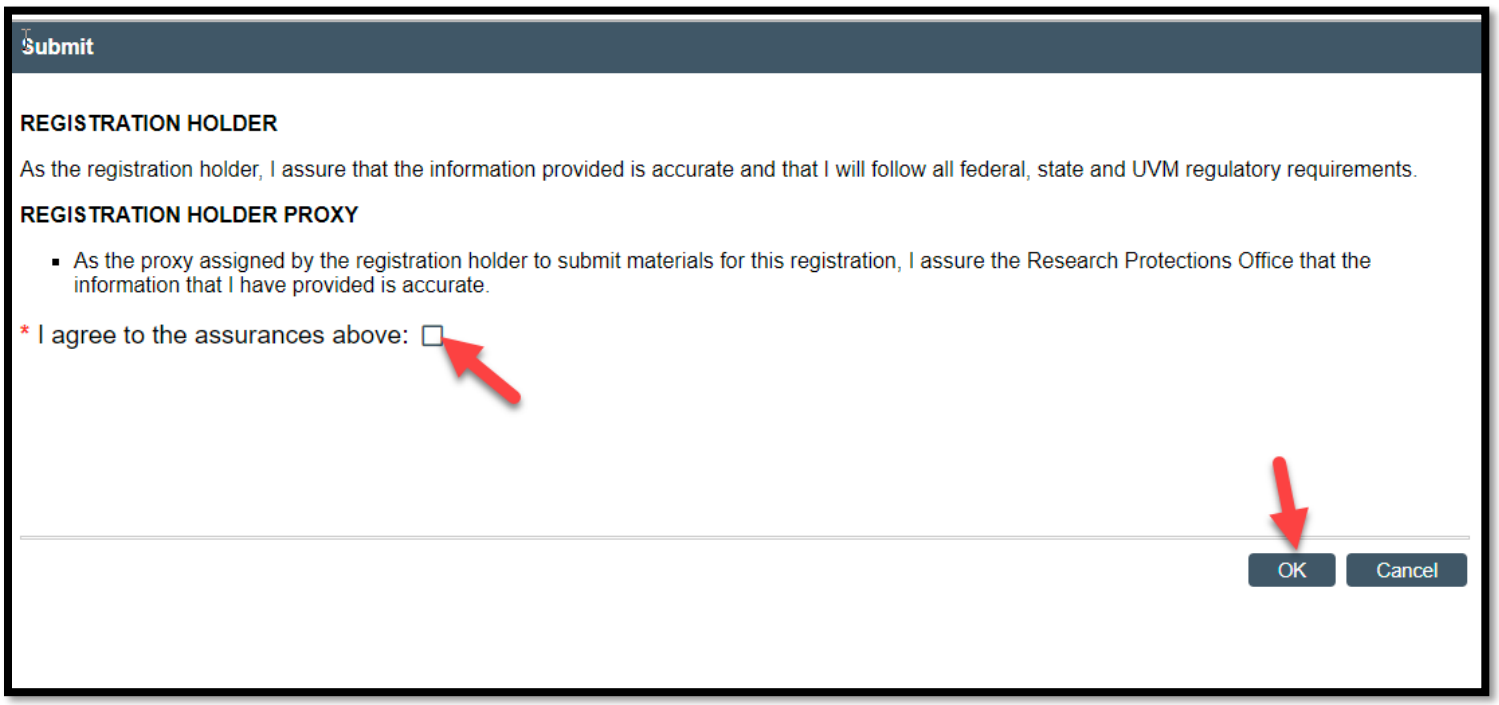
The system will show an error message with a list of required fields you have left blank.



Once all errors are addressed, when clicking the submit activity, certification text will appear.

1. Read the text.
2. Click the "I agree to the assurances above" checkbox (required).

3. Click “OK”



Your MPR has been submitted and has started the review process!

Next steps:

1. **BSO Review/Risk Assessment (if applicable)**
2. **Pre-review by RPO**
3. **Committee Review by either the full committee or designated member(s) depending on the submission type.**