Tip Sheet 5: Initial Submission Tips

IBC Committee Meeting Schedule Update

We have seen a slight increase in MPR submissions and are receiving calls for assistance. We have one more off-cycle IBC meeting scheduled for next week, then we will resume our regular monthly meetings beginning June 11. The Biosafety team has offered to sit with researchers who wish to complete their MPR and risk assessment simultaneously. Contact either Jeff Labossiere or Sarah Roy for assistance.

RPO staff will reach out to those researchers who have yet to begin a record in the system to provide assistance. It is important that we receive MPRs as soon as possible as the IACUC implementation to UVMClick begins in early June.

Education and Resources

- You can still register for UVMClick educational sessions here. June dates are available.
- Instructional User Guides are posted here.
- The new IBC Policies and Procedures manual is live!
- Past Tip Sheets can be accessed here under the heading “Tip Sheets”.
- Need help submitting your MPR? Contact RPO for assistance at ibc@uvm.edu. We are poised to assist you either by phone or in-person.

TIPS

1. When you choose a Core Facility on the Basic Information page of the MPR smart form, this triggers IBC analysts to assign an ancillary review to that core, which gives them access to the MPR for review. Be sure that if you are choosing a core that you have communicated your intentions to use their services prior to submitting to the IBC. A core facility may choose to hold the review of proposed work if they are unaware of the research request to use their services prior to MPR submission.

2. Question #4 on the Basic Information page of the MPR smart form is used to capture a summary of the research questions, objectives and methods for each project that falls under the MPR. This section should be detailed enough that the Biosafety Officer and Committee members can assess the safety of the work being conducted. Additionally, if applicable, it should include any biosafety concerns or potential risks to shared resource personnel such as in instances where core facility services are utilized. Which agents and the state of agents (e.g. fixed vs. unfixed) brought to a core is helpful for evaluating potential risks. RPO is working on updating the smart form to include a text box specifically for detailing core facility usage but until that field is available, please include this information in #4 of the Basic Information page.

3. Need help describing biological safety procedures in your MPR? Visit the Biological Safety page located on Risk Management and Safety’s website to see UVM’s standard procedures. You can reference a specific standard or best practice from the many topic links. Please contact
the Biological Safety Officer, Jeff LaBossiere or Biological Safety Coordinator, Sarah Roy if you have any questions or concerns.

4. We have added more descriptive headings to the Risk Group and Containment Practices page. If your research involves the use of small animals (e.g. rodents) please make a selection from the Biological Research Involving Small Animals heading. If your research involves large animals (e.g. cattle, pigs), make your selection from the Research Involving Large Animals heading.

**FAQs**

I’m listed as Key Personnel on the MPR, why can’t I submit?

A PI must assign you the Proxy role on an MPR to give you authority to edit and submit new submissions on their behalf.

To assign a proxy, the PI of the MPR needs to click on the Assign PI Proxy activity on the left side of the screen. Follow the prompts on the pop-up screens and choose the name of the study team member that is to be assigned as Proxy.

Assign PI Proxy

For more detailed instructions on how to assign a Proxy, see the How to Assign a Proxy user guide.