How to Create a Master Protocol Registration (MPR)

You prepare an MPR for IBC review by entering information into a series of online smartform views. The number of smartform views included may change based on the answers you provide. The forms replace all existing IBC forms. There is a “Supporting Document” smartform view where an SOP or BARD can be attached.

The simplest approach is to follow the forms in order, answering the questions and clicking “Continue” to save your information and move to the next form. When you reach the end of the series of forms, click the Finish button.

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:

1. From “My Inbox” or the IBC > Submissions screen, Click Create Safety Submission.

2. Fill in the applicable boxes and answer the questions on the smartforms.

   Note: New UVMClick registrations will have a new numbering scheme. Example: “REG201900001”
IMPORTANT – Your name might already appear by default, but make sure to add yourself as a study team member if your name is not listed. All team members MUST have completed all required training.

**Protocol Team Members**

1. Identify each additional person involved in the design, conduct, or reporting of the research:

   - Add yourself when you get to this screen
   - Add the name of the Primary Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Tracy</td>
<td><a href="mailto:Lynn.Tracy@juvin.edu">Lynn.Tracy@juvin.edu</a></td>
<td>+1 802.656-1333</td>
</tr>
</tbody>
</table>

**Tip** Through-out the smart form - When uploading any document:

- If you want to ADD a new document line item, click the +ADD button.
- If you want to VERSION a previously uploaded document, click the UPLOAD REVISION button.

Example:

3. Click Continue to move to the next smartform view.

   **Tip** A red asterisk (*) precedes each question that requires an answer. If you cannot answer a required question at this time, or if you need to stop and continue at a later time, click the SAVE link at the top of the Smartform. If you do not answer a required question initially, you must return and answer it before you can submit the registration to the RPO Office for review.

   ![Save Button]

4. When you reach the final page, click Finish to exit the MPR.

   You can continue to edit the registration until you submit it for review.

   **Important! The registration has not yet been submitted for review.** For instructions, see Submitting the MPR for Review below.

   **Tip** When you create an MPR, you can add a primary contact who will be CC’d on all communications from the IBC on behalf of the PI and study team. From the registration main workspace, click the activity called “Assign Primary Contact” on the left navigation bar.

   **IMPORTANT:** The contact you choose must be a member of the study team list

   ![Assign Primary Contact]
Submitting the MPR for Review

After reaching the final page of a new registration and clicking “Finish”, the status of the registration will still display as “Pre-Submission” and will remain visible in your “My Inbox” until submitted to the IBC Office for processing.

**Tips** Prior to submitting the MPR to the IBC Office:

- Only the PI may choose to add a Proxy. Any named Proxy has the authority to edit and submit on behalf of the PI. Click the activity called “Assign PI Proxy” to make this assignment. For more details regarding this process, please reference the User Guide called “How to Assign a Proxy”.
- Click the Training tab to confirm that all required training has been completed for all team members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Study</th>
<th>Date Report Complete</th>
<th>Date Report Expired</th>
<th>Curriculum Name</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Tracy</td>
<td>Principal Investigator</td>
<td>6/2/2017</td>
<td>6/1/2020</td>
<td>IRB - Human Subjects Research</td>
<td>Biomedical Researchers</td>
</tr>
<tr>
<td>Aubrie Cias</td>
<td>Team Member</td>
<td>9/19/2017</td>
<td>9/18/2020</td>
<td>Animal Care and Use (IACUC)</td>
<td>General Lab Animal Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/19/2017</td>
<td>9/18/2020</td>
<td>Working with Amphibians in Research Settings</td>
<td>Working with Amphibians in Research Settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/19/2017</td>
<td>9/18/2020</td>
<td>Working with Fish in Agricultural Research Settings</td>
<td>Working with Fish in Research Settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/19/2017</td>
<td>9/18/2020</td>
<td>Working with Guinea Pigs in Research Settings</td>
<td>Working with Guinea Pigs in Research Settings</td>
</tr>
</tbody>
</table>

To submit a finished registration to the IBC Office for their review and processing, make sure the MPR is open. Click the activity on the left that says “Submit”.

If there are any required fields that you forgot to enter, the Submit process will display them. You can use the pop-up to Jump To those particular screens quickly and enter the missing data.
NOTE: These Errors/Warning Messages only appear if required field entry was missed.

When clicking the **Submit** activity, once all required field entry is complete, certification text will appear.

1. Read the text
2. Click the “I agree to the assurances above” checkbox (required)
3. Click **OK**

The status of the registration is no longer “Pre-Submission”. It has changed to “Specialist Review” indicating it is in the hands of the IBC Office for processing.

You will also note that the registration is now in View Mode and no longer in Edit mode.

The registration has now been submitted and removed from your “My Inbox.” It now displays in the IBC Office “My Inbox.”

**Tip** – By clicking the “Printer Version” button, you can print out the submission in its entirety if you so desire.
Checklist of Information to Attach

While creating the registration, there are several views which provide places to attach related files. See below for a list of document types you may need to upload.

When attaching a file, name it as you want it to appear on the IBC approval letter. Examples of what to attach are listed below (if relevant to your study) and the screen/view to which the upload belongs.

**Supporting Documentation (Supporting Documents view/page)**

- SOP - Standard Operating Procedure
- BARD - Biological Agent Reference Document
- Grant/Contract - Sponsor and ID#

Visit the IBC Forms Library to find the SOP and BARD templates [https://www.uvm.edu/rpo/biosafety-oversight](https://www.uvm.edu/rpo/biosafety-oversight)