

## 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.

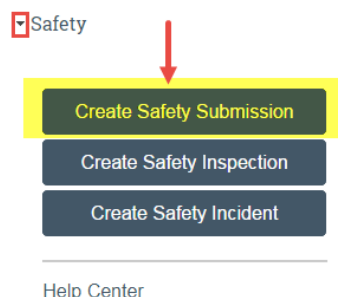
The simplest approach is to follow the forms in order, answering the questions and clicking “Continue” to save your information and move to the next form. When you reach the end of the series of forms, click the Finish button.

**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:

1. Add yourself when you get to this screen  
2. Add the name of the Primary Contact

	Name	Email	Phone
Update	Lynn Tracy	Lynn.Tracy@uvm.edu	+1 802-656-1333

**\*\*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:

1. Attach additional supporting documents: ?

	Document Name
	SOP Document

To version a document

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.

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

History	Documents	Reviews	Contacts	Training	Snapshots	Follow-on Submissions	Related Projects
Citi Training							
Name	Role on Study	Date Report Complete	Date Report Expired	Curriculum Name	Group Name		
Lynn Tracy	Principal Investigator	6/2/2017	6/1/2020	IRB - Human Subjects Research	Biomedical Researchers		
Melanie Locher	Team Member	2/8/2017	2/8/2020	IRB - Human Subjects Research	Social-Behavioral-Educational Researchers		
Aubrie Clas	Team Member	9/19/2017	9/18/2020	Animal Care and Use (IACUC)	General Lab Animal Training		
		3/27/2018	3/26/2021	Basic Biosafety Training	Animal Biosafety		
		2/23/2017	2/23/2020	IRB - Human Subjects Research	Biomedical Researchers		
		9/19/2017	9/18/2020	Working with Amphibians in Research Settings	Working with Amphibians in Research Settings.		
		9/19/2017	9/18/2020	Working with Cattle in Agricultural Research Settings	Working with Cattle in Agricultural Research Settings		
		9/19/2017	9/18/2020	Working With Fish in Research Settings	Working With Fish in Research Settings		
		9/19/2017	9/18/2020	Working with Guinea Pigs in Research Settings	Working With Guinea Pigs in Research Settings		

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”.

Pre-Submission

Next Steps

Edit Protocol

Printer Version

View Differences

Submit

World Peace

Principal Investigator: Lynn Tracy

Specialist:

Primary Contact:

Admin office: Safety

PI proxies:

Pre-Submission


Sp

Ri

Clar

Req

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.

Error/Warning Messages			Refresh
Message	Field Name	Jump To	
 This is a required field; therefore, you must provide the required information.	Funding Sources	<a href="#">Funding Sources</a>	

**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**

OK Cancel

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.

**Specialist Review**

**Next Steps**

View Protocol

Printer Version

View Differences

**IBC Title short title**

**Principal Investigator:** Robert Kelm  
**Specialist:** Abbey Peterson  
**Primary Contact:** Lynn Tracy  
**Admin office:** Safety  
**PI proxies:** Abbey Peterson  
Lynn Tracy



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graph LR
    A([Pre-Submission]) --> B([Specialist Review])
    B --> C([Clarification Requested])
    C --> B
    B --> D(( ))
  
```

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.

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## 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>