



Tip Sheet 2: Initial Submission Tips

UVMClick – IBC Goes Live!

- UVMClick – IBC portal went live on Monday, April 1.
- Please get your MPRs in as soon as possible! We'd like to complete the transition to MPRs by the end of June 2019.

Trainings Continue

- Register for training sessions [here](#).
- Instructional User Guides are posted [here](#).

FAQs

1. What is the difference between a Proxy, a Contact and Study Team Member?

Proxy - A Proxy is an optional security role assigned by you, the PI, to another registration team member giving them authority to edit and submit new submissions on behalf of the PI for that one registration. A proxy will be copied on registration communications from UVMClick.

Contact – A contact is an optional role, assigned by the PI, to a registration team member to be CC'd on registration communications from UVMClick.

Study Team Member - Study team member is another term for “key personnel”. Study team members have access to registrations on which they are listed. They do not receive registration communications from UVMClick unless they have also been delegated as a proxy or contact.

2. If a grant lists multiple PIs, do each of the PIs need to complete an MPR?

No. The MPR is based on PIs and their current protocols not on grants. The intention is that PIs take the protocols that are currently approved (all with same BSL) and consolidate into one MPR. This does not preclude you from listing multiple grants that support the collective activities or the multiple locations where those activities may be happening. The goal is to reduce burden while ensuring safe handling procedures.

Please call or email our office for additional questions at 6-5040 or ibc@uvm.edu.

3. I have NIH funding but I can't find it on the funding source dropdown.

Funding source options beginning with the word “National” were abbreviated to “Nat!” in the system. To find a list of NIH funding options, set the filter to “Name”, type “nat!” in the field and then click the “Go” button.

Filter by Name natl Go Clear Advance

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<input type="radio"/>	Natl Center Adv Translational/NCATS/NIH	Government Agency
<input type="radio"/>	Natl Center Comp Integrative/NCCIH/NIH	Government Agency
<input type="radio"/>	Natl Center Interprofessional Practice	Foundation
<input type="radio"/>	Natl Center Research Resources/NCRR/NIH	Government Agency
<input type="radio"/>	Natl Collegiate Inventors Innovators	Foundation
<input type="radio"/>	Natl Council Eurasian East Europe Rsrch	Foundation
<input type="radio"/>	Natl Council State Boards of Nursing	Foundation
<input type="radio"/>	Natl Ctr Chronic Disease Prevent/NCCDPHP	Government Agency
<input type="radio"/>	Natl Ctr Minority Health Disp/NIMHD/NIH	Government Agency
<input type="radio"/>	Natl Development Rsrch Institutes NDRI	Foundation
<input type="radio"/>	Natl Eye Institute/NEI/NIH	Government Agency

4. I'm creating my MPR and some of the funding sources listed on my individual protocols have been closed. Do I include those on the Funding Source page of the MPR?

No. When combining protocols into an MPR, only currently active funding sources need to be listed. If funding has ended, you do not need to add it to the MPR.

5. My room number is not listed as a location in the dropdown. What do I do?

Call the RPO office at 6-5040 or email UVMClick@uvm.edu and one of our IT professionals will add it for you.