



Tip Sheet 3: Initial Submission Tips

Announcements:

UVMClick – IBC Is Live!

- Please submit your MPR to the IBC as soon as possible! The IBC has received only 10% of the MPRs we anticipate for the transition into the UVMClick system. We have scheduled additional meetings through mid-June in order to accommodate the number of submissions that need to be reviewed by our transition deadline date, June 30th. We are currently not receiving enough submissions to hold weekly meetings and would like to avoid receiving the bulk of submissions close to the deadline. This will create an unnecessary burden for our IBC board members who have volunteered their time to do this work.

Education and Resources

- You can still register for UVMClick educational sessions [here](#).
- Instructional User Guides are posted [here](#).
- *The new [IBC Policies and Procedures manual](#) is live!*

FAQs

1. There is a question on the Recombinant or Synthetic Nucleic Acid Work Description page that asks me to upload vector maps but it only allows one document to be uploaded. I'm using multiple vectors, where do I upload individual maps and do I need to provide all of them?

The vector map upload question is not a required field. Uploading a vector map(s) is optional and is not required in order for you to submit a MPR. If a vector map is easily available online, there is no need to add the map to the submission. If you are using a unique vector that was created in your laboratory, you may upload a map in the space provided. To upload multiple vector maps, you will need to do so on the Supporting Documents page. It is acceptable to upload multiple maps within a single PDF document if you are so inclined. If the IBC determines that a particular vector map is needed in order to conduct a review but none was provided, the IBC will request one from you during the MPR review process.

2. The Agent Information pages ask for the quantity and concentration of each agent being used. What is the IBC looking for here?

This information may not apply to all agents. Since these are required fields in UVMClick, enter "N/A" in the text box if quantity and concentration does not apply to your work with a particular agent.

3. I am creating multiple cell lines in my research. Do I need to list all cell lines being generated or just the parent cells?

The IBC will be looking for a description of how primary cells or established cell lines will be modified to create new cell lines. This may be done in the summary of research that you provide on the Basic Information page and/or on the Recombinant or Synthetic Nucleic Acid Work Description page. Thus, it is expected that only parent cell lines will be listed on other pages within the eform.

Tip: After completing the Biosafety Summary page, take a few minutes to peruse the other eform pages before you begin completing the remaining questions. This will help to give you a sense of where it is most appropriate to enter information about your work in order to avoid redundancies.