



Tip Sheet 4: Initial Submission Tips

UVMClick – IBC Is Live!

- The transition deadline date to UVMClick is **June 30, 2019**. Please submit your MPR to the IBC as soon as possible so that we can put it on one of our weekly agendas. The IBC anticipates having to review close to 80 total MPRs so please do not wait until the last minute.

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!
- Past Tip Sheets can be accessed [here](#) under the heading “Tip Sheets”.

FAQs

1. Do I need to upload SOPs and BARs that have already been reviewed and approved by the IBC when my original protocol was approved?

Yes. The MPR is meant to be a comprehensive record of all current protocol activities going on in your laboratory. When your MPR is submitted to the IBC, it will be reviewed *do novo* so all materials, including SOPs and BARs, must accompany the submission. If these are missing, it could hold up the review process. Please upload these documents on the Supporting Documents page of the smart form.

Supporting Documents

Thank you for completing the information required to submit this registration to the appropriate Safety Committee.

1. Attach additional supporting documents including BARs/SOPs: ?

Document Name	Date Modified
There are no items to display	

2. I am filling out the MPR smart form and an agent that I am working with is not on the list of agents. What do I do?

Any time you are unable to find a bacteria, yeast, fungi, parasite, virus, prion, or other biohazardous agent, you should describe it in the “Describe other...” section of that specific page. A missing agent should not be a road block for you in this process.

Bacteria, Yeasts, Fungi, or Parasites

1. * Identify microorganisms by category, strain, and source:

+ Add

If your agent is not found here, describe below in the "other" section

Category	Agent	Biocontainment Level	Strain	Source	Type
There are no items to display					

2. Describe other microorganisms:

3. I'm not sure which NIH guideline box to check for the question "Does research with recombinant or synthetic nucleic acids involve the use of:"

This page only populates on the smart form if you've selected "Recombinant or Synthetic Nucleic Acids" on the Biosafety Summary page. It is meant to serve as a self-risk assessment tool so that the PI can evaluate their body of work and communicate to the IBC which guideline they feel applies. You will find it helpful to fill out all other pages of the smart form prior to making a selection on this page.

Visit https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf for a detailed description of each of the guidelines. In a future patch, we will embed this link into the smart form for easy access.

4. I have completed my CITI training but the CITI Training Tab in UVMClick still says "no training on file".

If you believe that you have completed your training, there are a couple of reasons why it might not be showing up on the training tab;

- You signed into CITI without using your UVM NetID. Use these [instructions to associate your NetID \(opens in a new window\)](#) so that your training will transfer into the system.
- You did not complete all the modules in the required course.



The University of Vermont

UVMCLICK - IBC

- You finished your training today. It takes 24 hours for training completions to be reflected in UVMClick.

History	Documents	Reviews	Contacts	CITI Training	Snapshots	Follow-on Submissions	...
Citi Training							
Name	Role on Study	Date Report Complete	Date Report Expired	Curriculum Name	Group Name		
System Administrator1	Team Member	no training on file					

Please note that PIs and study team members must complete all required training prior to an MPR being approved. Please visit our [resource page](#) to see training requirements under the Biosafety Research Training heading.