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Log in to AURA IBC

Navigate to http://aura.uchicago.edu/

Click "IBC" and enter CNetID/UCHAD ID and password to log in.
Navigating your Homepage

From your homepage you may update your profile and start a new protocol.

Click your name to update your profile information.

My Home returns to your home page

Need help with submission? Click to view AURA IBC Training Guides

Click to create a new protocol submission
Navigating your Homepage (cont’d)

Your homepage includes “Alert” sections that provide expiration dates, Biosafety Cabinet Certification expiration dates, and an “Inbox” tab to access protocol submissions that require your immediate action.

Protocols scheduled to expire

Cabinet certification expiration dates (annual certification is required)

Inbox lists protocols requiring PI response

2 Sections

1st Contains protocols where you are listed as a member of the study team and your acknowledgement is required for approval.

2nd Contains protocols where you are listed as PI, alternate contact, or have ability to edit.
Navigating your Homepage (cont’d)

Your homepage includes tabs to access protocol submissions.

Select Tabs to view the following:

**In Process** - Submitted and in review
**Active** - All Active protocols. View approval dates, expiration, and lists amended dates
**Inactive** - Expired, terminated, withdrawn, rejected protocols
**My IBC Training Record** - Lists completed training, expiration dates, and compliance information
Access your Protocol Workspace

To access your Protocol Workspace, click on the protocol name from your home page.

Use the filter to search for protocols by Name, PI Name, Date, etc.

To view or edit your protocol, click on the name to enter your Protocol Workspace.
Navigating your Protocol Workspace

The Protocol Workspace contains study information to access and perform activities. It also informs you of the current status of your protocol in the review process.

- Indicates Current Status “State” of protocol in the review process
- Click to View SmartForm to view protocol details. Note: Button will state “Edit Smartform” when study is in an editable state.
- Activities allow addition of protocol details and initiate “State” transitions.
Navigating your Protocol Workspace

The summary section contains protocol information from the SmartForm and a diagram that indicates where your protocol is in the review cycle.
Navigating your Protocol Workspace

Tabs allow you to access protocol information, training, documents, Amendments and Resubmissions.

Select Tabs to view the following:

**History** – Actions performed on the protocol

**Personal Training** – Completed training and expiration dates for PI/Staff

**Biohazard Details** – Agents on the protocol

**Reviewer Notes** – Questions/comments from IBC Review

**Documents** – Documents associated with the protocol

**Related Research/Funding** – Associated ACUPS and Human subjects protocols and funding

**Amendments/Resubmissions** – Lists all resubmissions and amendments on the protocol.
Submission Review Cycle

Each submission is processed through the IBC Review cycle. Protocols may enter the below “States” (status of the protocol) during review. The protocol’s status is indicated on the Protocol Workspace.

PI/ Protocol Staff prepare and submit new protocol, Resubmission, or Amendment for IBC Review.

Assigned to Committee Meeting

Submission enters a final state.

Active
Terminated
Approved
Rejected

Pre-Submission → Pre Review → IBC Review → Post Review → Changes Requested → Changes Requested → Review Complete

Specialist Review
BSO Review
IBC Member Review

Specialist, BSO, IBC Member, Consultant, Chair Post Meeting reviews
AURA IBC State Descriptions

State = Current status of your protocol in the review process.

<table>
<thead>
<tr>
<th>States</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Submission</td>
<td>SmartForm in progress. Enter all protocol details.</td>
</tr>
<tr>
<td>Awaiting Specialist Assignment</td>
<td>IBC Specialist will be assigned to the protocol</td>
</tr>
<tr>
<td>Specialist Review/ BSO Review/ IBC Member Review</td>
<td>Protocol in review</td>
</tr>
<tr>
<td>Changes Requested by Specialist/ BSO/ IBC Member</td>
<td>Protocol awaiting edits from PI or Study Staff/ Coordinator</td>
</tr>
<tr>
<td>Awaiting Staff Acknowledgement</td>
<td>Study staff to acknowledge the IBC submission</td>
</tr>
<tr>
<td>Assigned to committee meeting</td>
<td>Awaiting meeting review and decision</td>
</tr>
<tr>
<td>Awaiting Correspondence</td>
<td>IBC specialist prepares study determination to send to PI/ Study Staff</td>
</tr>
<tr>
<td>Post Meeting Review</td>
<td>Protocol in review</td>
</tr>
</tbody>
</table>

Protocol End (Decision) States

- Active
- Expired
- Terminated
- Withdrawn