Quick Reference Guide

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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
Access your Protocol

From your homepage access your protocol.

Click on the Active Tab
Click on the name of the protocol to enter the protocol workspace
Click Personnel - Funding Amendment.

Enter a description of changes/amendments and click OK.
Complete SmartForm

Only two views are available to edit in a Personnel/ Funding amendment. Navigate to make your edits and click Continue.

- Click to Add or Delete to update personnel
- Click to select funding proposal associated with your IBC protocol.

Project Title and PI are not editable in this amendment type.
Complete SmartForm

10.0 Finish Amendment

- A friendly reminder that an amendment is not complete until it has been reviewed, acknowledged by all staff, and "Approved". Once it has been approved, the information within this amendment will overlay the information in your "Active" protocol.
- Just as with a normal protocol submission, this Amendment must be reviewed and submitted for by the Principal Investigator for completeness. Once the Principal Investigator agrees to the contents of this amendment, the Principal Investigator must click the "Submit" activity from the workspace.

Thank you for completing the information required to submit this IBC amendment.

Click Finish when complete.
Only the PI may submit the protocol by clicking “Submit”. Thereafter, the protocol enters the “Awaiting Study Staff Acknowledgement” state.

Click Submit (PI Only) to complete the amendment and OK.

Note: If you are NOT the PI, inform the PI that the amendment is ready for submission. You may use the “Send E-mail” activity or inform PI outside of the system.
Staff Acknowledgement

When adding protocol personnel, protocol enters the “Awaiting Study Staff Acknowledgement” until all new staff have acknowledged reading the protocol. Thereafter, protocol amendment enters the “Approved” state.

Amendment remains in this State until all new personnel.

Note: If one or more protocol staff is unable to complete “Acknowledgement”, PI may remove the staff member to send the amendment to the “Approved” state.