

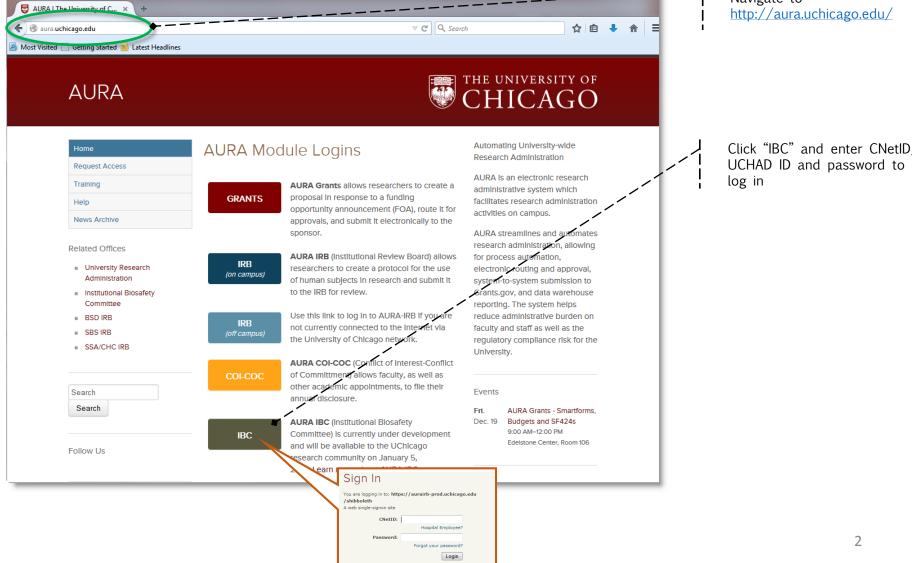
AURA IBC - Personnel/ Funding Amendment



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Log-in to AURA IBC

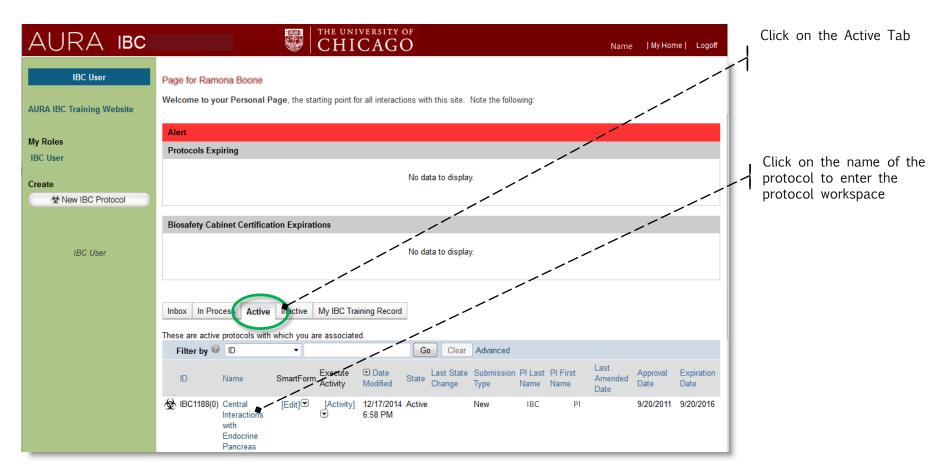


Navigate to

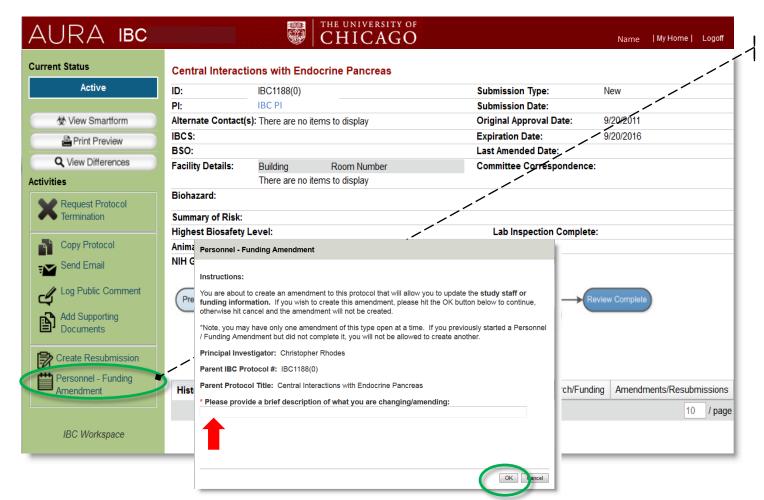
Click "IBC" and enter CNetID/

Access your Protocol

From your homepage access your protocol.



Create Personnel/ Funding Amendment

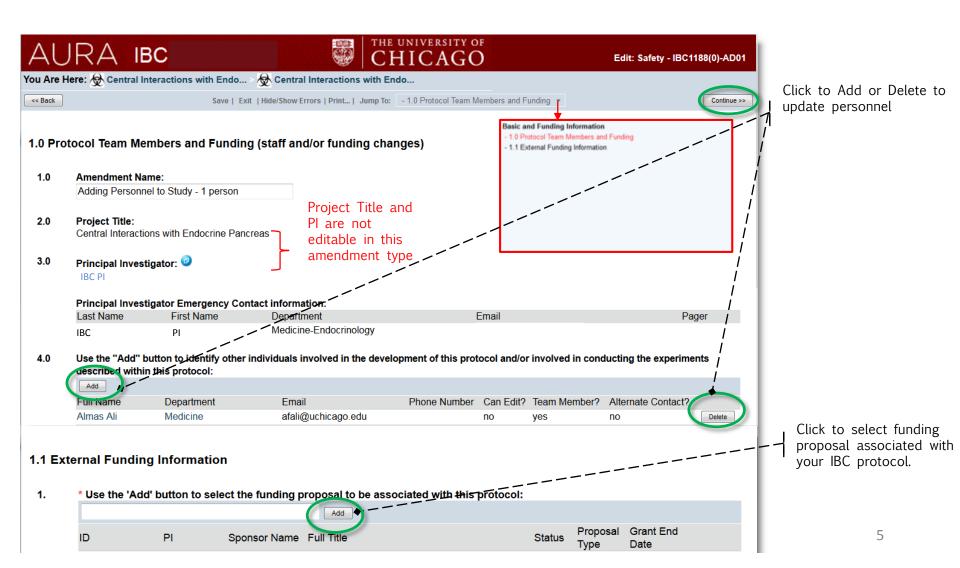


Click Personnel – Funding Amendment.

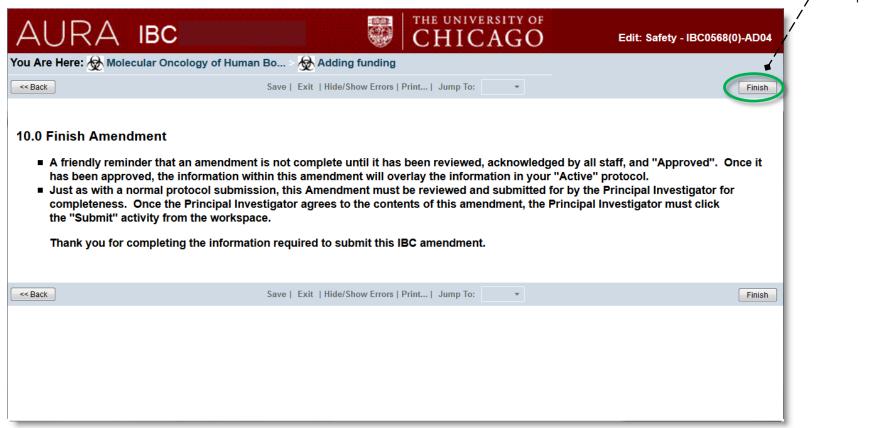
Enter a description of changes/ amendments and click OK.

Complete SmartForm

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



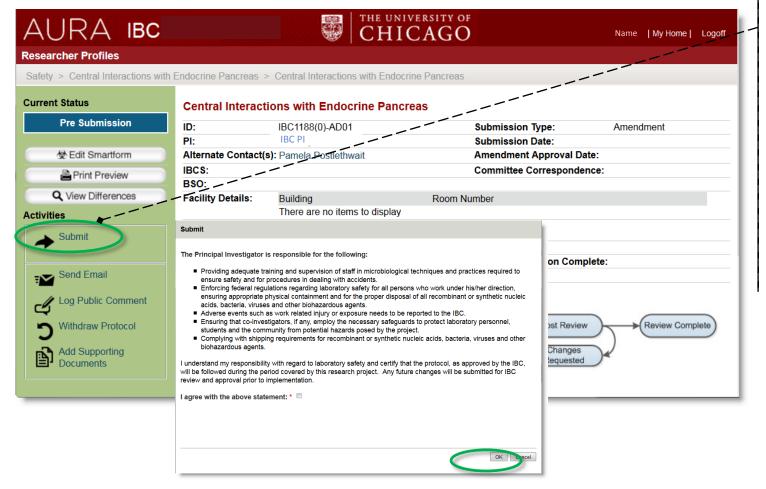
Complete SmartForm



Click Finish when complete.

Submit Protocol

Only the PI may submit the protocol by clicking "Submit". Thereafter, the protocol enters the "Awaiting Study Staff Acknowledgement" state.

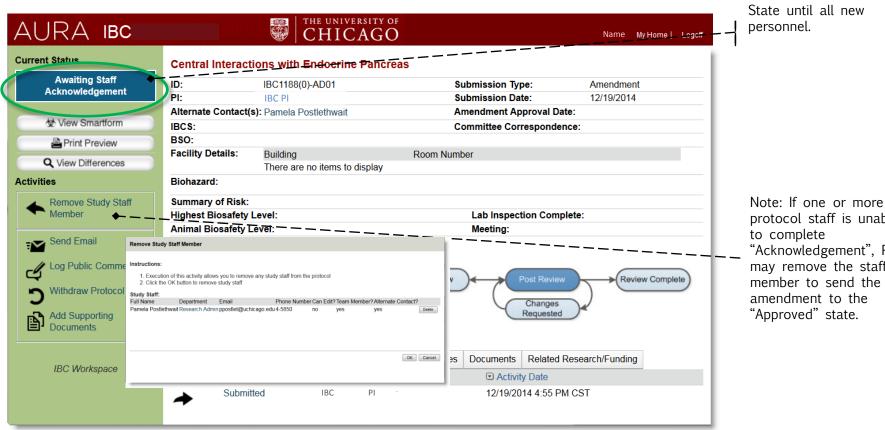


Click Submit (PI Only) to complete the amendment and OK.

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

protocol staff is unable "Acknowledgement", PI may remove the staff member to send the amendment to the "Approved" state.