AURA IBC – Procedural Amendment

Quick Reference Guide

To complete a procedural amendment on an approved IBC protocol in AURA IBC for the *first* time, the Principal Investigator (PI) is required to complete an IBC application (SmartForm) in AURA-IBC and submit for review - *(See Resubmission Guide)*

A PDF version of the approved protocol is available as an attachment on the AURA-IBC workspace. View and copy all information into SmartForm and submit for review.

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 Approved Protocols

From your homepage access your protocol.

Click on the Active Tab

Click on the name of the protocol to enter the Study Workspace

Note: Protocol ID's with (0) denotes a converted record. SmartForm is empty and resubmission must be created and approved before the protocol enters its first segment (1)

Create Resubmission

Note: To complete a procedural amendment on an approved IBC protocol in AURA IBC for the <u>first</u> time, the Principal Investigator (PI) is required to complete a Resubmission - From your Protocol Workspace, create the Resubmission *(See Resubmission Guide).*

To begin the procedural amendment, Click Create Resubmission
And click "Ok" in window that appears.

See Resubmission Guide