

AURA IBC - Resubmissions



Quick Reference Guide

Resubmissions should be completed when:

- 1. You have received an AURA IBC email notification that your study is approaching the expiration date.
- 2. You need to complete a procedural amendment on an active IBC protocol in AURA IBC for the *first* time. The Principal Investigator (PI) is required to complete the entire IBC application (IBC SmartForm) in AURA-IBC when a procedural amendment is requested. A PDF version of the approved protocol is available as an attachment on the AURA-IBC workspace. View and copy all information into SmartForm of the Resubmission.

All IBC protocols must be submitted via AURA-IBC

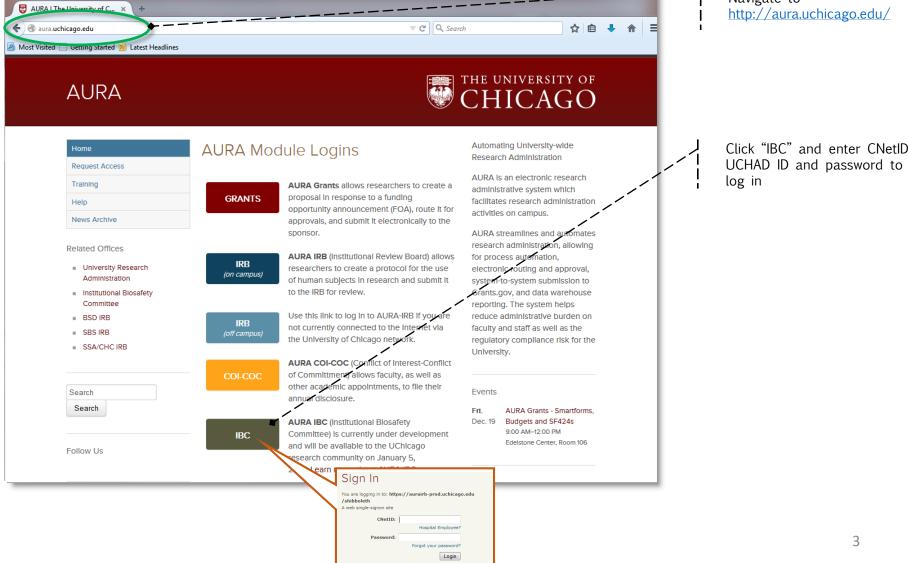
AURA-IBC

Upon approval, protocols are valid for three years.

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Log-in to AURA IBC

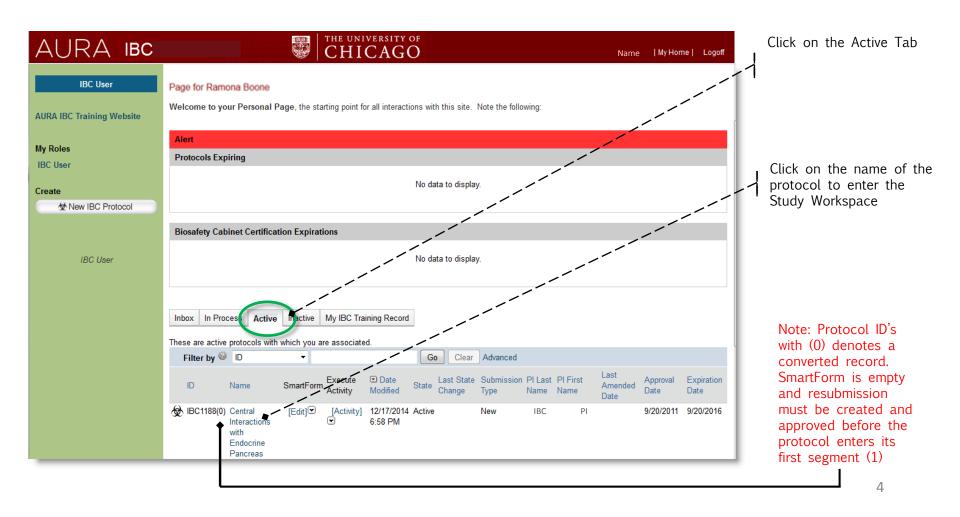


Navigate to

Click "IBC" and enter CNetID/

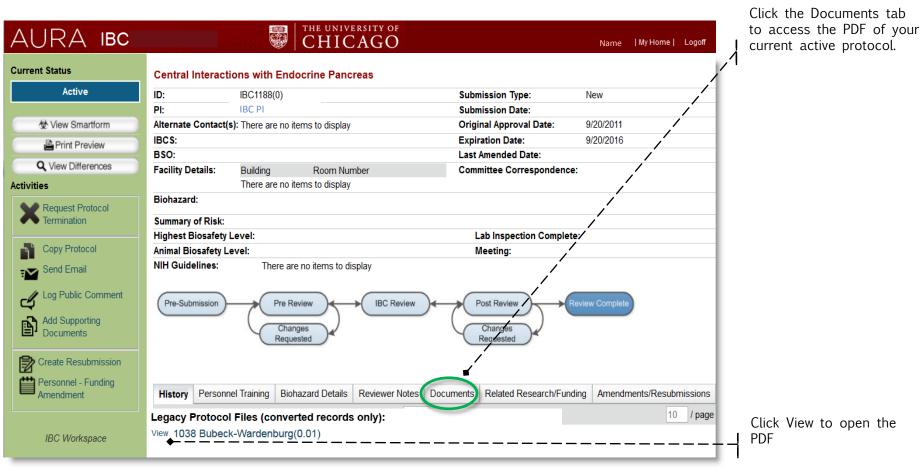
Access your Active Protocols

From your homepage access your protocol.



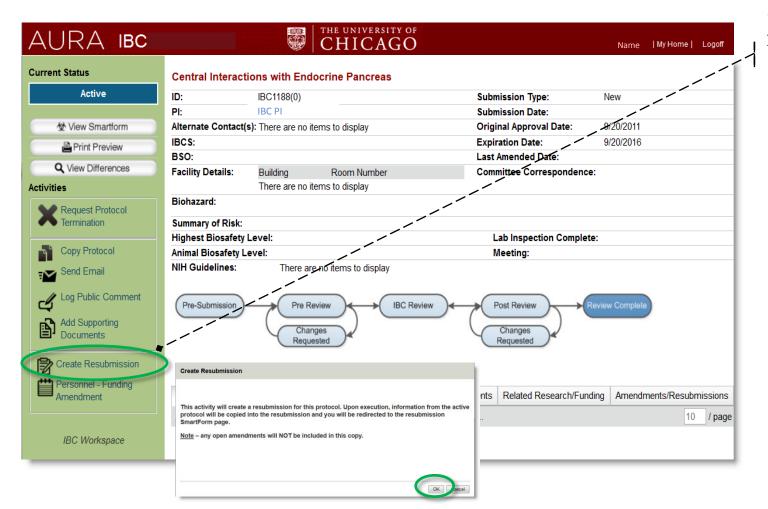
Access your Active Protocols (cont'd)

From your Protocol Workspace, view the PDF of your current active protocol.



Create Resubmission

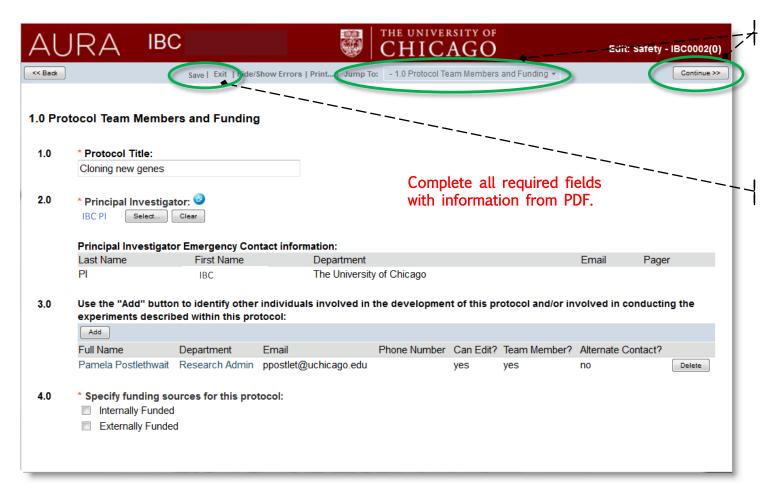
From your Protocol Workspace, create the Resubmission.



Click Create Resubmission And click "Ok" in window that appears.

Complete Resubmission SmartForm

Most questions in the AURA IBC SmartForm reflect the same questions in the IBC PDF protocol form. You may copy and paste information from the PDF of your protocol into the AURA IBC SmartForm.



Navigate using Continue to view each page or use the JumpTo menu to pages.

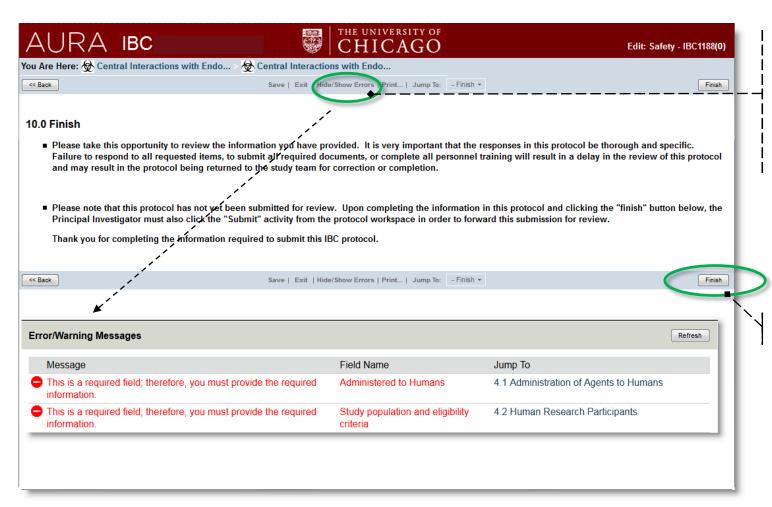
Add and remove information throughout the form as necessary.

If you need to exit and return to your Protocol workspace, click "Save" to ensures all information has been recorded in the SmartForm.

"Exit" to return to the protocol workspace at any time during submission

Complete Resubmission SmartForm

On the final page (View 10.0), use "Hide/ Show Errors" to confirm all sections are complete, no errors or warnings are present, and click "Finish".



Click Hide/ Show errors to confirm SmartForm is complete prior to submission.

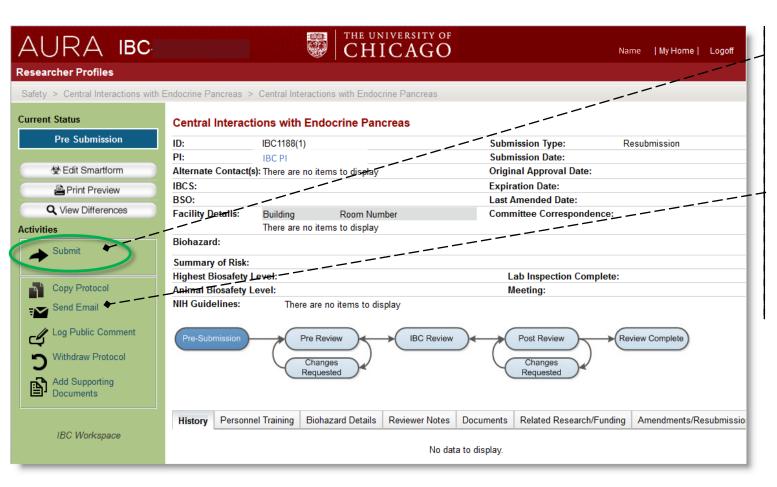
If applicable, errors will appear. Click the links to return to page and complete the section.

When you have completed all sections, click "Refresh" to clear and close the error window.

Click Finish when complete.

Submit Protocol for IBC Review

After clicking "Finish", the PI must click "Submit" to send the protocol for IBC Review.



Click Submit (PI Only) to send protocol for review.

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