October 15, 2014

Dear Biosafety Researchers,

As you know, the University of Chicago has committed to the implementation of an electronic research administration/management system called AURA. To date, several modules of this comprehensive system have been built and deployed, including Conflict of Interest (AURA-COI), Grants and Contracts (AURA Grants) and Institutional Review Board (AURA IRB). AURA-IBC, a web-based protocol submission and management system, has been under construction and is scheduled for release to the UC research community on 1/5/2015.

In order to facilitate this transition from paper-based forms currently in use by the IBC to the AURA electronic format, a cutoff date of December 12, 2014 has been established. After this cutoff date, no new IBC Protocol submissions, no resubmitted IBC protocols nor amendments to active IBC protocols on the existing Adobe format will be accepted. Beginning on January 5, 2015, the new AURA-IBC system will be operational and the following procedures will be implemented:

- All new and resubmitted IBC protocols must be submitted via AURA-IBC.

- For all active IBC protocols, when a procedural amendment is requested, the Principal Investigator (PI) will be required to complete the entire IBC application (IBC Smartform) in AURA-IBC. The current PDF version of the approved IBC protocol will be available to the PI as an attachment (one PDF document) on the AURA-IBC workspace. This application will then be treated as an IBC protocol resubmission and once approved will be valid for three years.

- Amendments requesting to only add new staff or new funding sources can be submitted via AURA-IBC without completing the entire Smartform.

- IBC approval of all newly submitted and/or resubmitted IBC protocols will only be granted when all PIs and staff named on a given protocol have successfully completed biosafety training. The determination of what training is required will be made based upon a comprehensive risk assessment performed during the review process and PIs will be informed of the specific training requirements for their specific protocol. This same training will also be required for new staff when they are added via a staff addition amendment. If you are not certain of the status of your research team in terms of completion of required training, please contact the Office of Biological Safety (4-2707)

- Annual Surveys for IBC protocol updates will no longer be required.

AURA-IBC Training: We will be providing web-based training that PIs and staff can access on demand. Also offered will be group sessions that will provide a general overview of the navigation and use of AURA-IBC. Finally, staff of the IBC Office and the Office of Biological Safety will be available upon request to conduct personal one-on-one AURA-IBC training sessions for PIs and staff. More information on training will be provided as it becomes available.

Please feel free to contact me with any questions.

Bill

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