



# AURA IBC – Procedural Amendment



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## 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

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Related Offices

- University Research Administration
- Institutional Biosafety Committee
- BSD IRB
- SBS IRB
- SSA/CHC IRB

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## AURA Module Logins

**GRANTS** AURA Grants allows researchers to create a proposal in response to a funding opportunity announcement (FOA), route it for approvals, and submit it electronically to the sponsor.

**IRB (on campus)** AURA IRB (Institutional Review Board) allows researchers to create a protocol for the use of human subjects in research and submit it to the IRB for review.

**IRB (off campus)** Use this link to log in to AURA-IRB if you are not currently connected to the Internet via the University of Chicago network.

**COI-COC** AURA COI-COC (Conflict of Interest-Conflict of Commitment) allows faculty, as well as other academic appointments, to file their annual disclosure.

**IBC** AURA IBC (Institutional Biosafety Committee) is currently under development and will be available to the UChicago research community on January 5, 2011. Learn more about IBC.

Automating University-wide Research Administration

AURA is an electronic research administrative system which facilitates research administrative activities on campus.

AURA streamlines and automates research administration, allowing for process automation, electronic routing and approval, system-to-system submission to Grants.gov, and data warehouse reporting. The system helps reduce administrative burden on faculty and staff as well as the regulatory compliance risk for the University.

Events

Fri. Dec. 19	AURA Grants - Smartforms, Budgets and SF424s 9:00 AM-12:00 PM Edelstone Center, Room 106
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### Sign In

You are logging in to: <https://aurairb-prod.uchicago.edu/shibboleth>  
A web single-signon site

CNetID:

Hospital Employee?

Password:

Forgot your password? [Forgot your password?](#)

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.

The screenshot shows the AURA IBC website interface. The top navigation bar includes the AURA IBC logo, The University of Chicago logo, and links for Name, My Home, and Logoff. The left sidebar contains navigation options: IBC User, AURA IBC Training Website, My Roles (IBC User), and a Create button for New IBC Protocol. The main content area is titled 'Page for Ramona Boone' and includes a welcome message and two sections: 'Alert Protocols Expiring' and 'Biosafety Cabinet Certification Expirations', both showing 'No data to display.' Below these sections are tabs for 'Inbox', 'In Process', 'Active', 'Inactive', and 'My IBC Training Record'. The 'Active' tab is circled in green. A table below the tabs lists active protocols with columns for ID, Name, SmartForm, Execute Activity, Date Modified, State, Last State Change, Submission Type, PI Last Name, PI First Name, Last Amended Date, Approval Date, and Expiration Date. One protocol is listed: IBC1188(0) Central Interactions with Endocrine Pancreas.

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name	Last Amended Date	Approval Date	Expiration Date
IBC1188(0)	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/17/2014 6:58 PM	Active		New	IBC	PI	9/20/2011		9/20/2016

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 **first** 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*

**AURA IBC** THE UNIVERSITY OF CHICAGO Name | My Home | Logoff

**Current Status**  
Active  
View Smartform  
Print Preview  
View Differences

**Activities**  
Request Protocol Termination  
Copy Protocol  
Send Email  
Log Public Comment  
Add Supporting Documents  
**Create Resubmission**  
Personnel - Funding Amendment

**Central Interactions with Endocrine Pancreas**

ID:	IBC1188(0)	Submission Type:	New
PI:	IBC PI	Submission Date:	
Alternate Contact(s):	There are no items to display		
IBCS:		Original Approval Date:	9/20/2011
BSO:		Expiration Date:	9/20/2016
Facility Details:	Building Room Number	Last Amended Date:	
	There are no items to display		
Biohazard:			
Summary of Risk:			
Highest Biosafety Level:		Lab Inspection Complete:	
Animal Biosafety Level:		Meeting:	
NIH Guidelines:	There are no items to display		

Workflow Diagram:  
Pre-Submission → Pre Review → IBC Review → Post Review → Review Complete  
Changes Requested (between Pre Review and IBC Review, and between Post Review and Review Complete)

**Create Resubmission**  
This activity will create a resubmission for this protocol. Upon execution, information from the active protocol will be copied into the resubmission and you will be redirected to the resubmission SmartForm page.  
**Note** - any open amendments will NOT be included in this copy.

10 / page

OK Cancel