



# AURA IBC – Resubmissions



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## 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

The screenshot shows a web browser window with the URL <http://aura.uchicago.edu/> in the address bar. The page header features the AURA logo and The University of Chicago crest. A navigation menu on the left includes links for Home, Request Access, Training, Help, and News Archive. Below this, there are sections for Related Offices (University Research Administration, Institutional Biosafety Committee, BSD IRB, SBS IRB, SSA/CHC IRB) and a search bar. The main content area is titled "AURA Module Logins" and lists several modules: GRANTS, IRB (on campus), IRB (off campus), COI-COC, and IBC. The IBC module is highlighted with a red box and a dashed arrow pointing to a "Sign In" pop-up window. The "Sign In" window displays the login URL <https://aurairb-prod.uchicago.edu/shibboleth> and a form with fields for CNetID and Password, along with a "Login" button.

Navigate to <http://aura.uchicago.edu/>

Click "IBC" and enter CNetID/UCHAD ID and password to log in

# Access your Active Protocols

From your homepage access your protocol.

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

IBC User

AURA IBC Training Website

My Roles  
IBC User

Create  
New IBC Protocol

IBC User

Page for Ramona Boone

Welcome to your Personal Page, the starting point for all interactions with this site. Note the following:

**Alert**  
Protocols Expiring  
No data to display.

Biosafety Cabinet Certification Expirations  
No data to display.

Inbox | In Process | **Active** | Inactive | My IBC Training Record

These are active protocols with which you are associated.

Filter by ID [Go] [Clear] Advanced

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)

# Access your Active Protocols (cont'd)

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

The screenshot displays the AURA IBC interface for 'Central Interactions with Endocrine Pancreas'. The top navigation bar includes 'AURA IBC', 'THE UNIVERSITY OF CHICAGO', and user options like 'Name', 'My Home', and 'Logoff'. A left sidebar contains 'Current Status' (Active) and 'Activities' (Request Protocol Termination, Copy Protocol, Send Email, Log Public Comment, Add Supporting Documents, Create Resubmission, Personnel - Funding Amendment). The main content area shows protocol details: ID: IBC1188(0), Submission Type: New, Submission Date: 9/20/2011, Original Approval Date: 9/20/2011, Expiration Date: 9/20/2016, and Last Amended Date: 9/20/2016. A workflow diagram below shows stages: Pre-Submission, Pre Review, IBC Review, Post Review, and Review Complete, with 'Changes Requested' loops between Pre Review and IBC Review, and between IBC Review and Post Review. A 'Documents' tab is highlighted in the History section. The bottom shows 'Legacy Protocol Files (converted records only):' with a 'View' link for '1038 Bubeck-Wardenburg(0.01)'.

Click the Documents tab to access the PDF of your current active protocol.

Click View to open the PDF

# Create Resubmission

From your Protocol Workspace, create the Resubmission.

**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

IBC Workspace

**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 Original Approval Date: 9/20/2011  
IBCS: Expiration Date: 9/20/2016  
BSO: Last Amended Date:  
Facility Details: Building Room Number Committee Correspondence:  
There are no items to display

Biohazard:  
Summary of Risk:  
Highest Biosafety Level:  
Animal Biosafety Level:  
NIH Guidelines: There are no items to display

Lab Inspection Complete:  
Meeting:

Pre-Submission → Pre Review ↔ IBC Review ↔ Post Review → Review Complete  
Changes Requested (between Pre Review and IBC Review)  
Changes Requested (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.

OK Cancel

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 ensure all information has been recorded in the SmartForm.

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

**1.0 Protocol Team Members and Funding**

1.0 \* Protocol Title:  
Cloning new genes

2.0 \* Principal Investigator:   
IBC PI

**Principal Investigator Emergency Contact information:**

Last Name	First Name	Department	Email	Pager
PI	IBC	The University of Chicago		

3.0 Use the "Add" button to identify other individuals involved in the development of this protocol and/or involved in conducting the experiments described within this protocol:

Full Name	Department	Email	Phone Number	Can Edit?	Team Member?	Alternate Contact?	
Pamela Postlethwait	Research Admin	ppostlet@uchicago.edu		yes	yes	no	<input type="button" value="Delete"/>

4.0 \* Specify funding sources for this protocol:

Internally Funded  
 Externally Funded

**Complete all required fields with information from PDF.**

# 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.

The screenshot shows the AURA IBC SmartForm interface. At the top, there is a header with 'AURA IBC' and 'THE UNIVERSITY OF CHICAGO'. Below the header, there is a navigation bar with 'You Are Here: Central Interactions with Endo...' and a 'Finish' button. The main content area is titled '10.0 Finish' and contains two bullet points of instructions. Below the instructions, there is a 'Finish' button. At the bottom, there is an 'Error/Warning Messages' table with two rows of error messages.

**10.0 Finish**

- Please take this opportunity to review the information you have provided. It is very important that the responses in this protocol be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel training will result in a delay in the review of this protocol and may result in the protocol being returned to the study team for correction or completion.
- Please note that this protocol has not yet been submitted for review. Upon completing the information in this protocol and clicking the "finish" button below, the Principal Investigator must also click the "Submit" activity from the protocol workspace in order to forward this submission for review.

Thank you for completing the information required to submit this IBC protocol.

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Administered to Humans	4.1 Administration of Agents to Humans
⊖ This is a required field; therefore, you must provide the required information.	Study population and eligibility criteria	4.2 Human Research Participants

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.

The screenshot displays the AURA IBC interface for 'Central Interactions with Endocrine Pancreas'. The 'Activities' menu on the left has the 'Submit' button circled in green. The main content area shows protocol details such as ID (IBC1188(1)), PI (IBC PI), and Submission Type (Resubmission). A flowchart at the bottom illustrates the review process: Pre-Submission leads to Pre Review, which can loop back to Changes Requested, then to IBC Review, which can loop back to Post Review, which can loop back to Changes Requested, and finally to Review Complete.

Central Interactions with Endocrine Pancreas	
ID:	IBC1188(1)
PI:	IBC PI
Submission Type:	Resubmission
Alternate Contact(s):	There are no items to display
Submission Date:	
IBCS:	
Original Approval Date:	
BSO:	
Expiration Date:	
Facility Details:	Building Room Number
Last Amended Date:	
Committee Correspondence:	
Biohazard:	
Summary of Risk:	
Highest Biosafety Level:	
Lab Inspection Complete:	
Animal Biosafety Level:	
Meeting:	
NIH Guidelines:	There are no items to display

Flowchart: Pre-Submission → Pre Review → IBC Review → Post Review → Review Complete. Pre Review and Post Review have 'Changes Requested' loops back to themselves.

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.