



# AURA IBC – Staff Acknowledgement



All staff members added to a protocol must perform the following to acknowledge updates to the protocol.

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# Log-in to AURA IBC

The screenshot shows the AURA website interface. At the top, the browser address bar displays 'aura.uchicago.edu'. The main header includes the AURA logo and 'THE UNIVERSITY OF CHICAGO'. The 'AURA Module Logins' section contains five options: GRANTS, IRB (on campus), IRB (off campus), COI-COC, and IBC. The IBC option is highlighted with a red box and an arrow pointing to a 'Sign In' modal window. The modal window displays the login URL 'https://aurairb-prod.uchicago.edu/shibboleth', a 'CNetID' field, a 'Password' field, and a 'Login' button.

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

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

# Access the Submission

In your Inbox, click the name of the protocol submission for which you need to complete acknowledgment.

The screenshot shows the AURA IBC web interface for Ramona Boone. The header includes the AURA IBC logo, The University of Chicago logo, and the user's name and home link. The main content area is titled "Page for Ramona Boone" and includes a welcome message. There are two sections for "Alerts": "Protocols Expiring" and "Biosafety Cabinet Certification Expirations", both showing "No data to display". Below these is an "Inbox" section with tabs for "In Process", "Active", "Inactive", and "My IBC Training Record". The "Inbox" section contains two tables of protocol submissions. The first table is titled "These are protocols where you are listed as the PI, alternate contact, trial coordinator, and/or have the ability to edit." and the second table is titled "These are protocols where you are listed as a study team member and your acknowledgment is required prior to their approval." Both tables have columns for ID, Name, SmartForm, Execute Activity, Date Modified, State, Last State Change, Submission Type, PI Last Name, and PI First Name. The first table has one row with ID IBC1188(0)-AD01 and Name "Central Interactions with Endocrine Pancreas". The second table also has one row with the same ID and Name. A red arrow points to the name of the protocol submission in the second table.

**AURA IBC** THE UNIVERSITY OF CHICAGO Ramona Boone | My Home | Logoff

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 protocols where you are listed as the PI, alternate contact, trial coordinator, and/or have the ability to edit.

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name
IBC1188(0)-AD01	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/19/2014 4:55 PM	Awaiting Staff Acknowledgement	12/19/2014 4:55 PM	Personnel Funding Amendment	IBC	PI

These are protocols where you are listed as a study team member and your acknowledgment is required prior to their approval.

ID	Name	SmartForm	Execute Activity	Date Modified	State	Last State Change	Submission Type	PI Last Name	PI First Name
IBC1188(0)-AD01	Central Interactions with Endocrine Pancreas	[Edit]	[Activity]	12/19/2014 4:55 PM	Awaiting Staff Acknowledgement	12/19/2014 4:55 PM	Personnel Funding Amendment	IBC	PI

Click the name of the protocol submission

# Staff Acknowledgement

**AURA IBC** THE UNIVERSITY OF CHICAGO

Name | My Home | Logoff

Committees Meetings Researcher Profiles Reports

Safety > Central Interactions with Endocrine Pancreas > Central Interactions with Endocrine Pancreas

**Current Status**

**Awaiting Staff Acknowledgement**

View Smartform  
Print Preview  
View Differences

**Activities**

Study Staff Acknowledgement  
Log Public Comment

IBC Workspace

**Central Interactions with Endocrine Pancreas**

ID: IBC1188(0)-AD01 Submission Type: Amendment  
PI: IBC PI Submission Date: 12/19/2014  
Alternate Contact(s): Pamela Postlethwait Amendment Approval Date:  
IBCS: Committee Correspondence:  
BSO:  
Facility Details: Building Room Number  
There are no items to display  
Biohazard:  
Summary of Risk:  
Study Staff Acknowledgement  
READ BEFORE ACKNOWLEDGING:  
Your acknowledgement indicates the following:  
■ You have completed all required trainings prior to your involvement in this project  
■ You have thoroughly read this protocol submission  
■ You have sufficient knowledge and are sufficiently trained to perform the responsibilities for which you have been assigned  
■ You have read the NIH Guidelines pertaining to the biosafety level appropriate for your research activities involving rDNA found at: [http://oba.od.nih.gov/rdna/nih\\_guidelines\\_oba.html](http://oba.od.nih.gov/rdna/nih_guidelines_oba.html)  
■ You are aware of and follow the appropriate procedures for the safe handling of the potentially hazardous agents used in this protocol  
■ You fully understand the steps necessary following any spills or potential exposures with the agents described in this protocol  
I, Pamela Postlethwait, acknowledge the submission of this protocol \*   
OK Cancel

Post Review  
Changes Requested  
Review Complete

Click Study Staff Acknowledgement, read content. Confirm and click Ok.

# Staff Acknowledgement

Final View – Staff Acknowledgement is complete.

AURA IBC
Name | My Home | Logoff

**Current Status**

**Approved**

View Smartform

Print Preview

View Differences

Log Public Comment

IBC Workspace

**Central Interactions with Endocrine Pancreas**

<b>ID:</b>	IBC1188(0)-AD01	<b>Submission Type:</b>	Amendment
<b>PI:</b>	IBC PI	<b>Submission Date:</b>	12/19/2014
<b>Alternate Contact(s):</b>	Pamela Postlethwait		
<b>IBCS:</b>		<b>Amendment Approval Date:</b>	12/19/2014
<b>BSO:</b>		<b>Committee Correspondence:</b>	

<b>Facility Details:</b>	Building	Room Number
	There are no items to display	

**Biohazard:**

**Summary of Risk:**

<b>Highest Biosafety Level:</b>	<b>Lab Inspection Complete:</b>
<b>Animal Biosafety Level:</b>	<b>Meeting:</b>

**NIH Guidelines:** There are no items to display

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graph LR
    A([Pre-Submission]) --> B([Pre Review])
    B --> C([IBC Review])
    C --> D([Post Review])
    D --> E([Review])
    B --> B1([Changes Requested])
    B1 --> B
    D --> D1([Changes Requested])
    D1 --> D
    
```

History	Personnel Training	Biohazard Details	Reviewer Notes	Documents	Related Research/Funding
	Activity		Author		Activity Date
✓	Study Staff Acknowledgement Received		Name		12/19/2014 4:59 PM C

Click My Home to return to your workspace or Log off.

Acknowledgement Complete!