**Purpose**

The purpose of this flow chart is to assist investigators in understanding the process for Biosafety Protocol (annual updates, new submissions, and amendments) review and approval.

1. **Submit Biosafety Protocol to** biosafe@emory.edu
2. Conduct initial review
   - Revisions needed?
     - Yes: Send email to PI with questions
     - No: Repeat from Step 2
3. Submit revised NOI to biosafe@emory.edu
4. Revisions needed?
   - Yes: Send revised NOI to biosafe@emory.edu
   - No: Repeat from Step 2
5. Does the protocol require committee review?
   - Yes: Notify PI that the initial review is complete and committee review is required
   - No: Notify PI that the initial review is complete and committee review is not required
6. Does the protocol require committee review?
   - Yes: Notify PI that the initial review is complete and committee review is required
   - No: Repeat from Step 2
7. By the 10th of the month.

Protocols received after the 10th of the month will be pushed to the next month’s committee meeting.

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**IBC/RHSC Committee Review**

8. Designate an IBC committee member as the protocol reviewer
9. Designate a RHSC committee member as the protocol reviewer
10. Send protocol & attachments to the reviewer
11. Send review form to the BSO
12. Protocol is discussed at the meeting

Was the protocol:
- Approved?
- Approved Pending Administrative Changes?
- Not approved, requiring re-submission & re-review?

Typically, the 1st Thursday of the month

If there is time before the meeting, EHSO will contact the PI with any questions from the reviewer
IBC/RHSC APPROVED

13
Notify the PI of the protocol review status and specific requirements for final approval (i.e., training requirements, occupational health requirements)

IBC/RHSC APPROVED PENDING Administrative Changes

14
Send PI the committee questions for their resubmission

15
Submit revised protocol to biosafe@emory.edu

16
Send revision to IBC or RHSC reviewer

17
Review revised protocol

Were all questions addressed?

Yes

A1

No

Repeat from Step 14

Protocol Not Approved, Requires Re-Submission & Re-Review

18
Send PI the committee questions for their resubmission

19
Submit revised protocol to biosafe@emory.edu

Repeat from Step 10

Administrative Review & Approval Letter Generation

20
Review all training & occupational health requirements

Have all training & occupational health requirements been met?

Yes

B

21
Create approval letter

22
Create approval addendum

23
Send letter to IBC/RHSC Chair for their signature

24
Sign letter

25
Scan letter & addendum and email to PI

END

No

26
Request information from the PI

27
Provide information that was requested to biosafe@emory.edu

Repeat from Step 20

REFERENCES:

- IBC & RHSC Meeting Schedule
- Biosafety Protocol Guidelines
- IBC Standard Operating Procedures
- RHSC Standard Operating Procedures