Institutional Biosafety Committee (IBC) & Research Health & Safety Committee (RHSC) Review Process Flow Chart

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. Go to www.emory.bioraft.com
2. New Submissions: Lab Setup Wizard & Bio Wizard
3. Existing registrations: Update members tab & biological summary (Annual updates and amendments)

4. Notes are added to biological summary
5. Click NOTIFY PI
6. Does the protocol require committee review?
   - No: Proceed to review administrative requirements
   - Yes: Change status of BIO registration to "Awaiting IBC review"

7. B) Proceed to review administrative requirements
   A) Was the protocol Approved?
      - Approved
      - Approved Pending Administrative
      - Not approved, requiring re-submission & re-review?

8. Designate an IBC committee member as the protocol reviewer
9. Designate a RHSC committee member as the protocol reviewer
10. Send link to biological registration to be reviewed (1 wk before meeting)
11. Send reminder (Monday before meeting)
12. Reviewer posts questions and summary under Notes

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

If there is time before the meeting, EHSO will contact the PI with any questions from the reviewer.
INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) & RESEARCH HEALTH & SAFETY COMMITTEE (HSC) REVIEW PROCESS FLOW CHART

13 Notify the PI of the protocol review status and specific requirements for final approval
- training requirements
- occupational health requirements
- upload of corrective action plan

14 Send PI the committee questions for their resubmission

15 Revise biological registration and CERTIFY

16 Send summary of changes to IBC or RHSC reviewer

17 Review revised protocol

Were all questions addressed?
- Yes
- No
  - Repeat from Step 14

18 Send PI the committee questions for their resubmission

19 Revise biological registration and CERTIFY

Repeat from Step 10

20 Review all training & occupational health requirements

Have all training & occupational health requirements been met?
- Yes
- No
  - Repeat from Step 20
  - Request information from the PI
  - Provide information that was requested to biosafe@emory.edu

21 Biological registration status is changed to Approved

22 Create approval letter & addendum

23 Send letter to IBC/RHSC Chair for their signature

24 Sign letter

25 Scan letter & addendum and email to PI

26 Provide information from the PI

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