

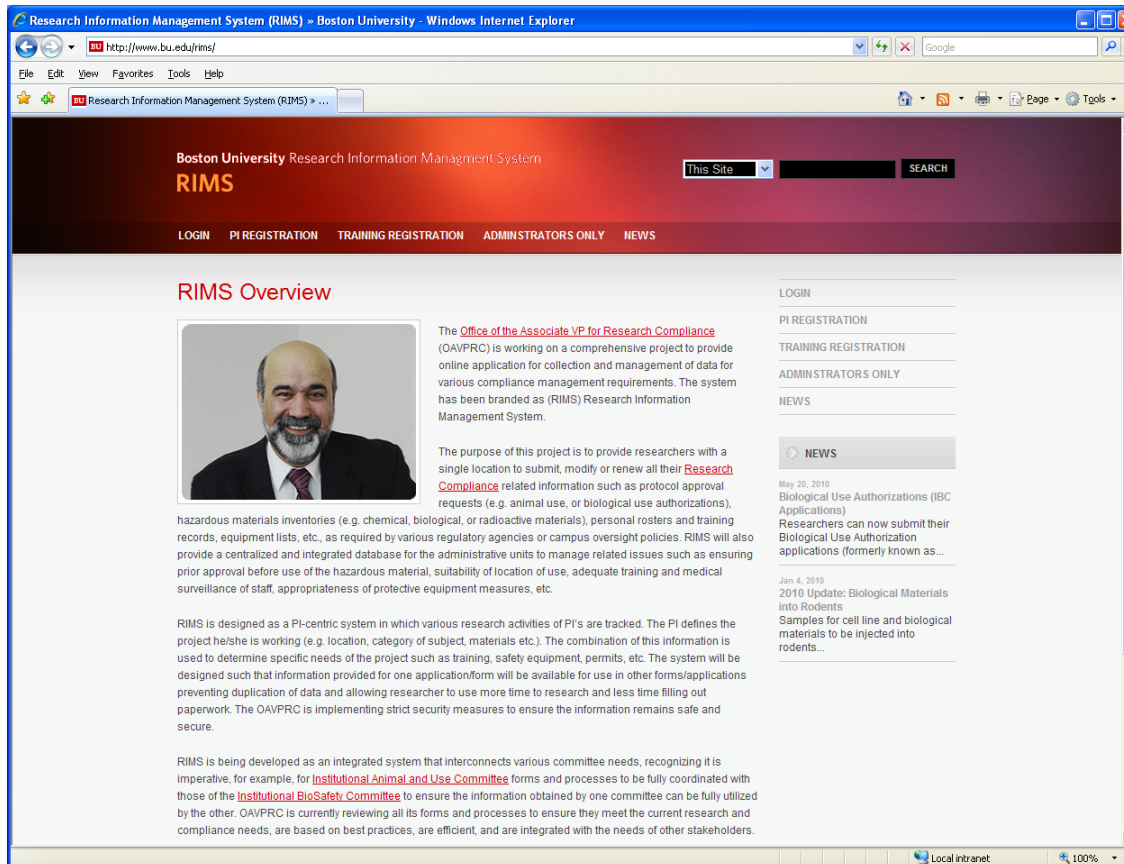
RIMS: Getting Started for PIs

A guide to managing the PI Profile on the Research Information Management System

Last Update: 23-August-2010

Getting Started

- Log into RIMS
 - <http://www.bu.edu/rims>
 - Click on “Login” and enter your BU username and Kerberos password
- You will then be directed to your RIMS homepage



The screenshot shows the RIMS homepage in a browser window. The page title is "Research Information Management System (RIMS) - Boston University - Windows Internet Explorer". The address bar shows "http://www.bu.edu/rims/". The page header includes the Boston University logo and the text "Boston University Research Information Management System RIMS". A search bar is visible with the text "This Site" and a "SEARCH" button. The main navigation menu includes "LOGIN", "PI REGISTRATION", "TRAINING REGISTRATION", "ADMINISTRATORS ONLY", and "NEWS". The main content area is titled "RIMS Overview" and features a profile picture of a man in a suit. The text describes the system's purpose and the role of the Office of the Associate VP for Research Compliance (OAVPRC). The sidebar contains a "NEWS" section with two articles: "May 28, 2010 Biological Use Authorizations (IBC Applications) Researchers can now submit their Biological Use Authorization applications (formerly known as..." and "Jan 4, 2010 2010 Update: Biological Materials into Rodents Samples for cell line and biological materials to be injected into rodents...". The footer of the browser window shows "Local intranet" and "100%" zoom.

Update Your PI Profile

- Ensure that your PI Profile is complete and accurate. A complete and accurate profile will help you fill out protocols quickly and manage laboratory compliance efficiently:
- Information about the PI
 - Includes office and lab information, and emergency contact information
- Declare your activities
 - Activities related to your research
- Identify your personnel
 - List of all personnel in your lab
- Identify your locations
 - List of your lab locations
- Lab Snapshot: PDF of above information

PI Profile

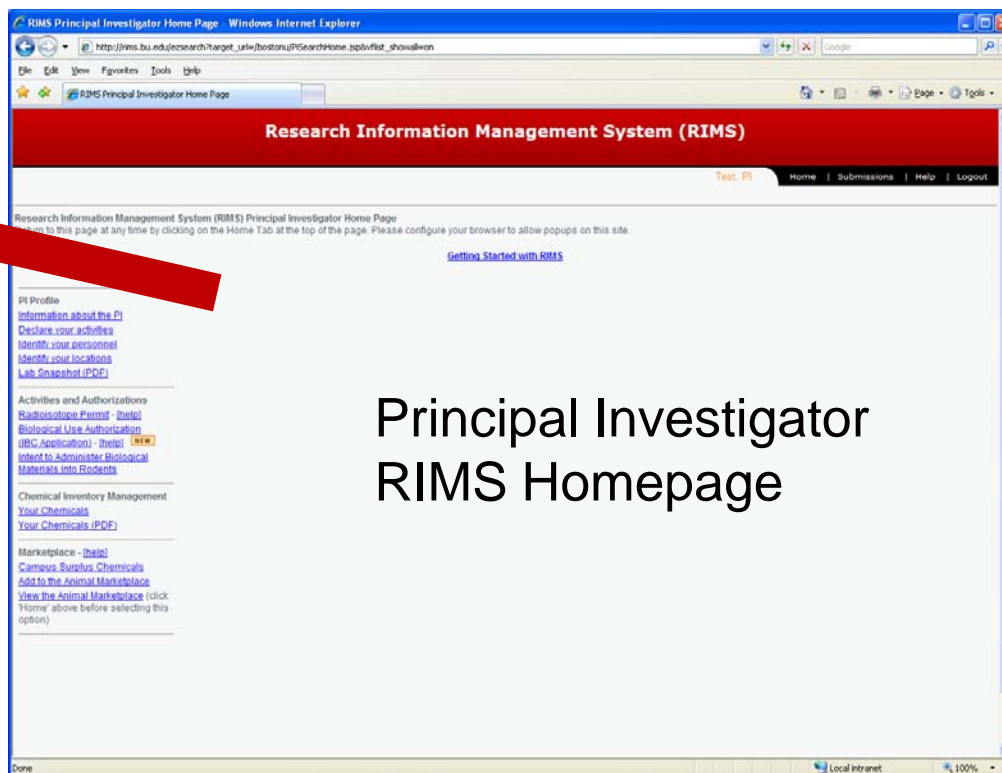
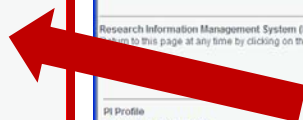
[Information about the PI](#)

[Declare your activities](#)

[Identify your personnel](#)

[Identify your locations](#)

[Lab Snapshot \(PDF\)](#)



Principal Investigator
RIMS Homepage

Information about the PI

Many forms on RIMS require information from the PI profile. It is very important that the fields listed below are filled out completely and accurately. Please use the **Lookup** button where available.

Always click **Save Changes** when finished. The button is at the bottom of every form. Please save your forms frequently while editing.

Some fields are required (*).

- **Principal Investigator**
 - Department
 - School/College
- **Office and Lab Information**
 - PI Office Address
 - Office Phone
 - Lab Phone
- **24-Hour Emergency Contact**
 - Emergency Phone number

Online Form - Principal Investigator - Mozilla Firefox

http://rims.bu.edu/servlet/forms?action=2&formDataId=6&saveAction=2

Principal Investigator

Asterisks (*) indicate required fields Help is available by clicking on the highlighted field label
Click on the Save Changes button after completing this form.

Principal Investigator (MUST be BU Faculty member)

PI Full Name* Test, PI
BU ID* U55982740
BU Alias (Email)* bjgold
Non BU Email
Department* **Lookup**
School / College* **Lookup**
Division / Section
Highest Degree Obtained and Specialty
Institution

Office and Lab Information

PI Office Address

Office Phone*
Lab Phone*
Fax

Research Safety Inspections

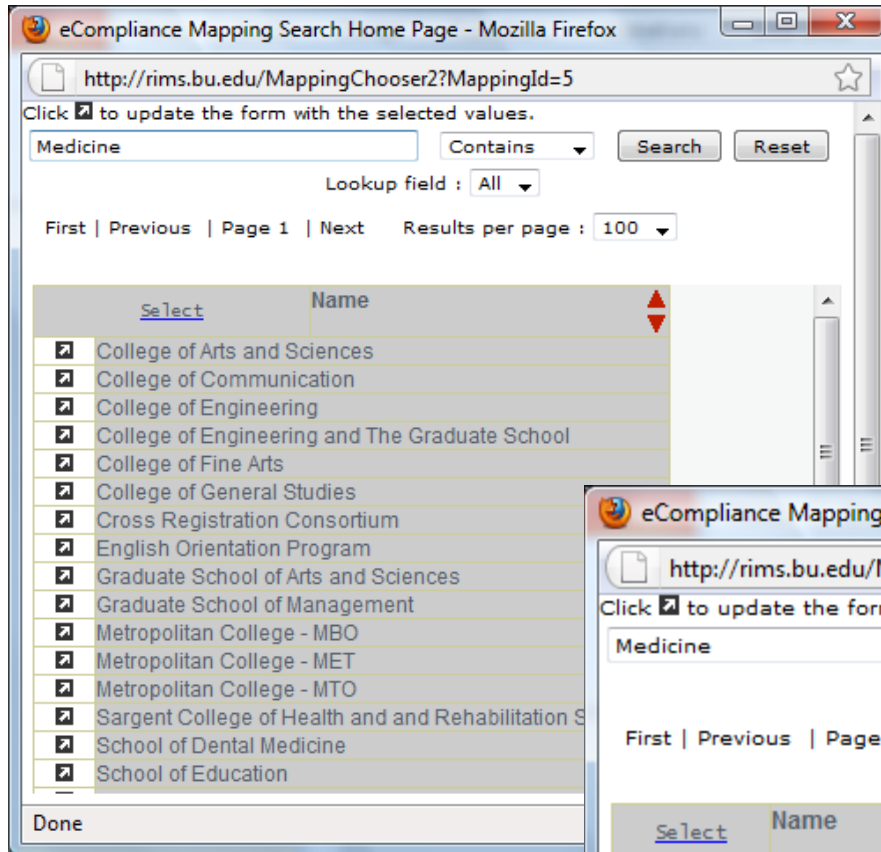
Requires Research Safety Inspections? Yes No
Safety Specialist Test
Phone 617-638-7647
Email test@bu.edu

24 Hour Contact for Emergencies

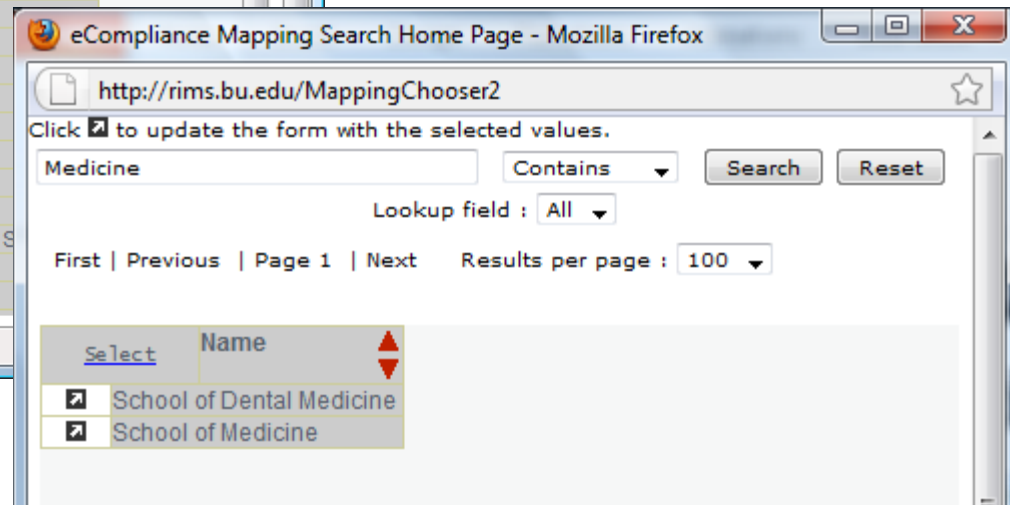
I am the Safety Coordinator for my lab:
 No

Name
Emergency Phone*
Mobile and/or Pager

Information about the PI (part 2)



- Use the **Lookup** button where available **Lookup** :
 - Narrow your search by entering key words in the search field.
 - Press the arrow key to the left of your selection.
 - Example shown: looking up a school/college from the previous page



Declare Your Activities

- Check the boxes for all activities that your research entails.
 - If your research changes, return and update the form as necessary.
- Check the box for Chemicals if appropriate.
- Press the **Lookup** button if you share chemicals with other PI's.
- Remember to press **Save Changes** when your are finished.

Online Form - PI Activities - Mozilla Firefox

http://rims.bu.edu/servlet/forms?action=2&formDataId=2711&saveAction=2

PI Activities

Asterisks (*) indicate required fields Help is available by clicking on the [highlighted](#) field label

Principal Test, PI
Investigator*

My research involves the following hazards and/or activities (check all that apply):

- Generation of hazardous waste
- Radiation Producing (eg X-ray) Machines
- Radioactive Materials
- Lasers
- Infectious agents (Bacteria, Virus, Yeast, Fungus, Parasitic Agents)
- Human/Non-Human Primate material including established human cell lines
- [Recombinant DNA](#)
- Human Subjects
- Animal Subjects
- Plants Plant Type Transgenic
- [Select Agents](#) Select Agent Type Livestock Pathogen ▾

Chemicals Some or All Chemicals may be Listed under a different PI:
 Lookup
 Lookup

Save Changes **Cancel Changes** **Print**

Identify Your Personnel (part 1)

- List all lab personnel, regardless of permit or protocol:
 - To add a user, select the **Add Personnel...** button. Enter the correct information in all fields.
 - Adding personnel will allow you to track training and assist you in the completion of protocol and permit applications.
 - Change information about lab personnel.
 - To select a user, click on the **+** button to the left of the user's last name.
 - Delete personnel
 - Check the box at the start of the row of the personnel to be deleted. Click on the **Delete** button above.
 - Navigate through the list by clicking on the [First](#), [Previous](#) and [Next](#) links. The number of personnel displayed can be increased from 10 to 50, 100 or 500 with the Results per page: drop-down menu.

PI Profile

[Information about the PI](#)

[Declare your activities](#)

[Identify your personnel](#)

[Identify your locations](#)

[Lab Snapshot \(PDF\)](#)

Activities and Authorizations

[Radioisotope Permit - \[help\]](#)

[Biological Use Authorization \(IBC Application\) - \[help\]](#) NEW

[Intent to Administer Biological Materials into Rodents](#)

[First](#) | [Previous](#) | Page 3 | [Next](#)

Results per page : 10

▼

[Change Displayed Columns](#)

Delete

Add Personnel...

Save Changes

Cancel Changes

Print

Export

	Last Name	First Name	BU Email	PI College	BU ID	PI
<input type="checkbox"/>	+ Surname	Name	surname	College of Arts and Sciences	U12345678	Test, PI
<input type="checkbox"/>	+ Surname2	Name2	surname2	College of Arts and Sciences	BMC12345678	Test, PI

Identify Your Personnel (part 2)

Online Form - Personnel - Mozilla Firefox
 http://rims.bu.edu/servlet/forms?IFormDirId=1&action=2&formDataId=2712&saveAction=2

Personnel

Asterisks (*) indicate required fields
 Help is available by clicking on the highlighted field label

1) Identify your personnel.

PI: Test, PI +

Last Name* Surname
 First Name* Name
 BU ID* U12345678
 BU Email* surname @bu.edu [BU Directory](#)
 Non-BU Email
 College College of Arts and Sciences
 Department Department of Biology
 Funding Source: NIH
 NSF
 BU - Internal
 Other
 Other Funding Source
 Hazard Use: Radioactive Materials
 Biological Materials
 High Hazard Chemicals
 Controlled Substances

2) Click on the validate button to check the record against the BU Directory

3) Click on the Save Changes button to save the form.

Done

- List all lab personnel, regardless of permit or protocol (PI, too!):
 - After pressing **Add Personnel...** a form will appear. Enter the correct information in all fields.
 - For personnel with a BU ID, fill in either the first and last names, the BU ID, or the BU email address and press **Validate**. The missing information should then appear.
 - For personnel who only have BMC ID, the letters "BMC" should precede the ID number. Fill in the BMC email (example: BMC12345, testuser@bmc.org).
- Save your changes before exiting the form **Save Changes**
- Add person's college and department
- Add Funding and Hazard Use information.

Identify Your Locations

- Add a research-related location with the **Add Location...** button.
 - Fill out the form completely. Leave the “Campus” field blank if the building is off campus.
 - Press the **Select Building** button to find your building and **Select Room** to find your room.
 - Select the room’s BSL and ABSL as appropriate. Select a room description.
 - Press **Save Changes** when finished.
- Delete a research-related location.
 - Select a location with the **+** button. Press **Delete** at the bottom of the form.

[Declare your activities](#)
[Identify your personnel](#)
[Identify your locations](#)
[Lab Snapshot \(PDF\)](#)

[Activities and Authorizations](#)
[Radioisotope Permit - \[help\]](#)
[Biological Use Authorization \(IBC Application\) - \[help\]](#) NEW
[Intent to Administer Biological Materials into Rodents](#)

[Chemical Inventory Management](#)
[Your Chemicals](#)
[Your Chemicals \(PDF\)](#)

First | Previous | Page 1 | [Next](#) Results per page : 10 [Change Displayed Columns](#)

Delete Add Location... Save Changes Cancel Changes Print Export

	Room ▲▼	Campus	Building ▲▼	Floor ▲▼
Chemicals +	1002C	BUMC	(R) HOUSMAN MED RESEARCH BLDG	10
Chemicals +	1007	BUMC	(L) MED INSTRUCTIONAL BLDG	10
Chemicals +	101C	BUMC	ADMIN OFFICES	1
Chemicals +	102	CRC	ACADEMY/SARGENT GYM BUILDING	1
Chemicals +	102	CRC	MARSH CHAPEL	1
Chemicals +	102B	CRC	ADMIN OFFICES	1
Chemicals +	105A	CRC	ADMISS/ENRL/HLTH/FIN AFF	1

Identify Your Locations (part 2)


- Please fill in all the fields in the Location Form. Filling out the Location form completely will ensure that other forms in RIMS are generated correctly.

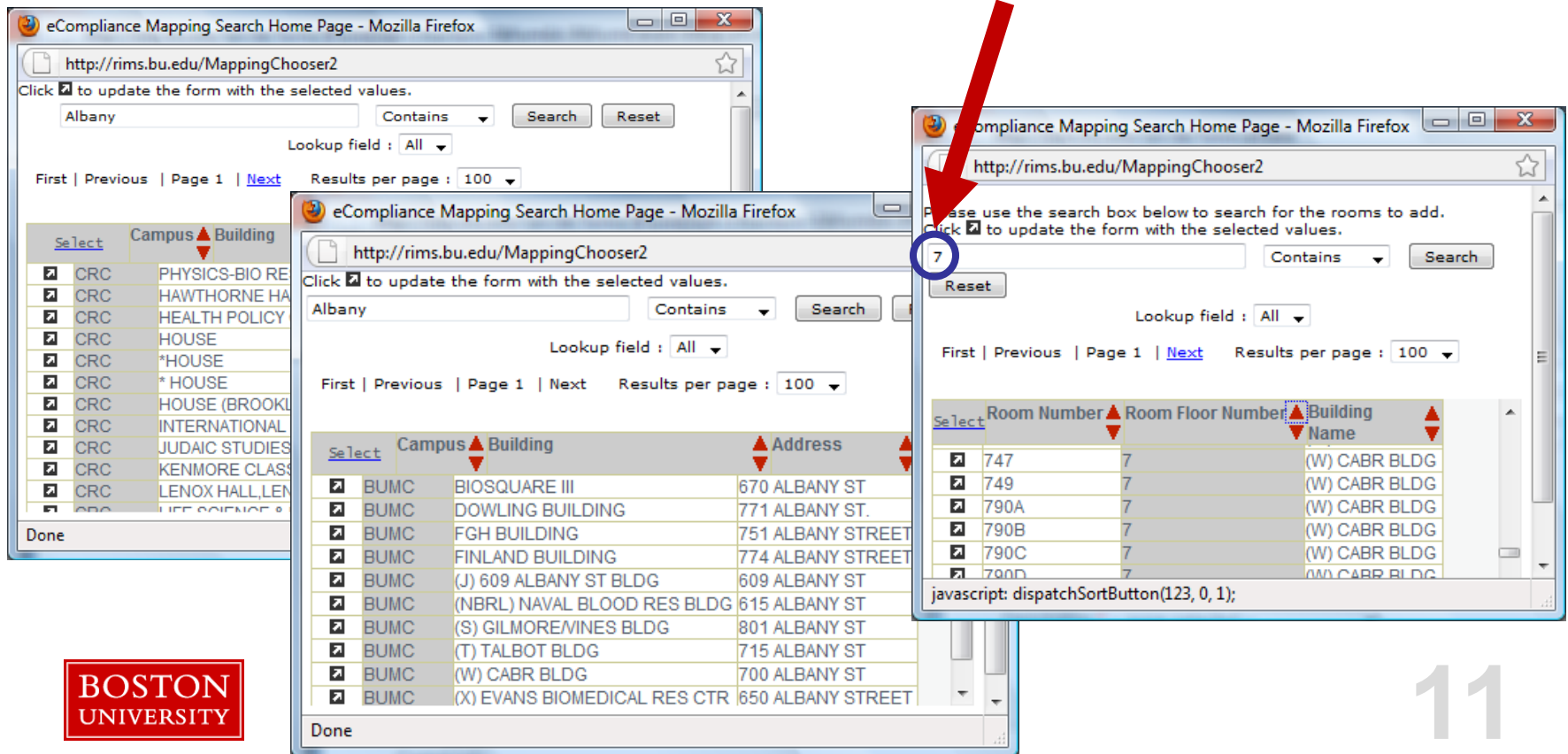
The screenshot shows a web browser window titled "Online Form - Location - Mozilla Firefox". The address bar contains the URL: <http://rims.bu.edu/servlet/forms?IFormDirId=1&action=1&formId=98&formDataId=6&saveAction=2>. The form is titled "Location" and includes the following fields and options:

- Asterisks (*) indicate required fields. Help is available by clicking on the highlighted field label.
- PI*Test, PI +
- Campus: -- none selected --
- Select Building Building* (text input)
- Select Room Room* (text input)
- Floor* (text input)
- Biological Safety Level*
 - N/A
 - BSL 1
 - BSL 2
 - BSL 2 w/ BSL 3 Practices
 - BSL 3
 - BSL 4
- Animal Biological Safety Level*
 - N/A
 - ABSL 1
 - ABSL 2
 - ABSL 2 w/ ABSL 3 Practices
 - ABSL 3
 - ABSL 4
- Description* -- none selected --
- Other (text input)
- Comments (text input)

At the bottom of the form are three buttons: "Save Changes", "Cancel Changes", and "Print".

Identify Your Locations (part 3)

- Use the Building **Select Building** and Room **Select Room** lookup buttons to select the building and room inside that building to add to your PI Profile
 - Select the building first. Narrow your search with keywords.
 - Press the  arrow key to the left of your selection.
 - When selecting rooms, use the search box to narrow your search.



Three overlapping screenshots of the eCompliance Mapping Search Home Page in Mozilla Firefox. The top-left screenshot shows a search for "Albany" with a "Select Building" button highlighted. The middle screenshot shows a search for "Albany" with a "Select Room" button highlighted. The bottom-right screenshot shows a search for "7" with a "Select Room" button highlighted. A red arrow points to the search box containing "7".

Top-Left Screenshot: Search for "Albany". Results table:

Select	Campus	Building
<input checked="" type="checkbox"/>	CRC	PHYSICS-BIO RE
<input checked="" type="checkbox"/>	CRC	HAWTHORNE HA
<input checked="" type="checkbox"/>	CRC	HEALTH POLICY
<input checked="" type="checkbox"/>	CRC	HOUSE
<input checked="" type="checkbox"/>	CRC	*HOUSE
<input checked="" type="checkbox"/>	CRC	*HOUSE
<input checked="" type="checkbox"/>	CRC	HOUSE (BROOKL
<input checked="" type="checkbox"/>	CRC	INTERNATIONAL
<input checked="" type="checkbox"/>	CRC	JUDAIC STUDIES
<input checked="" type="checkbox"/>	CRC	KENMORE CLAS
<input checked="" type="checkbox"/>	CRC	LENOX HALL, LENO
<input checked="" type="checkbox"/>	CRC	SCIENCE &

Middle Screenshot: Search for "Albany". Results table:

Select	Campus	Building	Address
<input checked="" type="checkbox"/>	BUMC	BIOSQUARE III	670 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	DOWLING BUILDING	771 ALBANY ST.
<input checked="" type="checkbox"/>	BUMC	FGH BUILDING	751 ALBANY STREET
<input checked="" type="checkbox"/>	BUMC	FINLAND BUILDING	774 ALBANY STREET
<input checked="" type="checkbox"/>	BUMC	(J) 609 ALBANY ST BLDG	609 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	(NBRL) NAVAL BLOOD RES BLDG	615 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	(S) GILMORE/MINES BLDG	801 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	(T) TALBOT BLDG	715 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	(W) CABR BLDG	700 ALBANY ST
<input checked="" type="checkbox"/>	BUMC	(X) EVANS BIOMEDICAL RES CTR	650 ALBANY STREET

Bottom-Right Screenshot: Search for "7". Results table:

Select	Room Number	Room Floor Number	Building Name
<input checked="" type="checkbox"/>	747	7	(W) CABR BLDG
<input checked="" type="checkbox"/>	749	7	(W) CABR BLDG
<input checked="" type="checkbox"/>	790A	7	(W) CABR BLDG
<input checked="" type="checkbox"/>	790B	7	(W) CABR BLDG
<input checked="" type="checkbox"/>	790C	7	(W) CABR BLDG
<input checked="" type="checkbox"/>	790D	7	(W) CABR BLDG

JavaScript console output: `javascript: dispatchSortButton(123, 0, 1);`

Managing your Chemical Inventory

- Click on “Your Chemicals” from your PI homepage.
- Each room in your profile has an individual chemical inventory.
 - Click the Chemicals link to the left of the location listing.
- Press **Add Chemical I...** to add chemicals to the location.
- To view a PDF listing of all chemicals in all of your locations, select “Your Chemicals (PDF)”

The screenshot displays the RIMS interface for managing chemical inventory. At the top, there is a table listing rooms with columns for Room, Campus, Building, and Floor. The 'Chemicals' link for each room is circled in blue. A red arrow points from this link to the 'Add Chemical I...' button in the main interface.

Below the room list, there are navigation links: [Identify your personnel](#), [Identify your locations](#), and [Lab Snapshot \(PDF\)](#). There is also a 'Delete' button and a 'Change Displayed Columns' link.

The main interface features a table of chemical inventory with columns: Chemical, CAS, Containers, Container Size, Amount Unit, Building, Room, Common Name, Owner, and Surplus. The table lists three chemicals: BORIC ACID, HYDROGEN PEROXIDE, and SODIUM XYLENESULFONATE. Each entry includes its CAS number, container size, amount, and location (Room 1002C, Building (R) HOUSMAN MED RESEARCH BLDG).

At the bottom left, there is a sidebar with links for 'Activities and Authorizations' (Radioisotope Permit, Biological Use Authorization, Intent to Administer Biological Materials into Rodents) and 'Chemical Inventory Management' (Your Chemicals, Your Chemicals (PDF)).

Adding a Chemical

- Use the **Lookup** button to find the chemical in use.
 - Fill out the remaining fields as appropriate. Certain types of hazardous materials or waste require additional information.

eCompliance Mapping Search Home Page - Mozilla

http://rims.bu.edu/MappingChooser2

Click to update the form with the selected values.

hydrogen peroxide

Lookup field : All

First | Previous | Page 1 | Next Results per page

Select	CAS	Chemical
<input checked="" type="checkbox"/>	7722-84-1	HYDROGEN PEROXIDE
<input type="checkbox"/>		ALBONE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE
<input type="checkbox"/>		DIHYDROGEN DIOXIDE

Done

Online Form - Chemical Inventory - Mozilla Firefox

http://rims.bu.edu/servlet/formvalidate

Chemical Inventory

Asterisks (*) indicate required fields Help is available by clicking on the [highlighted](#) field label

Location: (R) HOUSMAN MED RESEARCH BLDG, 1002C

I. Chemical Information Complete this form and click on the Save Changes Button.

- Click on **Lookup** to search for and select a chemical to auto-fill some of the required fields below
- Complete the other required fields
- Click **Save Changes**

For a new unclassified chemical/mixture, enter the chemical name and other required fields directly click on **Save Changes**

Chemical Name* HYDROGEN PEROXIDE

Common Name

CAS* 7722-84-1

Physical State Liquid

Hazardous -- none selected --

Material Type

Concentration (Percent) - Leave blank if 100%

Manufacturer

[Display/Hide Chemical details](#) [Classification](#)

II. Storage Information

Number of Containers

Container Size 16

Amount Unit oz

Container Type Plastic Bottle

Storage Pressure Ambient

Storage Temperature Ambient

Location Medicine Cabinet

Inside Room

Done