

# RIMS: Getting Started for PIs

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

Last Update: 29-August-2014

# Getting Started

- First, Register for a PI Profile account
  - <http://www.bu.edu/rims>
  - Click on “PI Profile Registration” (under the Training Profile Registration section) and complete the information in the form

**Boston University** Research Compliance  
Research Information Management System

This Site

[LOGIN](#) [TRAINING PROFILE REGISTRATION](#) [ADMINISTRATORS ONLY](#) [CONTACT US](#) [TUTORIALS](#)

## RIMS Overview

The [Office of the Associate VP for Research Compliance](#) (OAVPRC) is working on a comprehensive project to provide online application for collection and management of data for various compliance management requirements. The system has been branded as (RIMS) Research Information Management System.

The purpose of this project is to provide researchers with a single location to submit, modify or renew all their [Research Compliance](#) related information such as protocol approval requests (e.g. animal use, or biological use authorizations), hazardous materials inventories (e.g. chemical, biological, or radioactive materials), personnel rosters and training records, equipment lists, etc., as required by various regulatory agencies or campus oversight policies. RIMS will also provide a centralized and integrated database for the administrative units to manage related issues such as ensuring prior approval before use of the hazardous material, suitability of location of use, adequate training and medical surveillance of staff, appropriateness of protective equipment measures, etc.

RIMS is designed as a PI-centric system in which various research activities of PI's are tracked. The PI defines the project he/she is working (e.g. location, category of subject, materials etc.). The combination of this information is used to determine specific needs of the project such as training, safety equipment, permits, etc. The system will be designed such that information provided for one application/form will be available for use in other forms/applications preventing duplication of data and allowing researcher to use more time to research and less time filling out paperwork. The OAVPRC is implementing strict security measures to ensure the information remains safe and secure.

**Where's My Training Account?**

**Note:** If you are looking to register for a Training Account, please click the ["Training Registration"](#) link to the right. If you receive errors when registering, please use the ["Contact Us"](#) link.

**LOGIN**

[TRAINING PROFILE REGISTRATION](#)

[ADMINISTRATORS ONLY](#)

[CONTACT US](#)

[TUTORIALS](#)

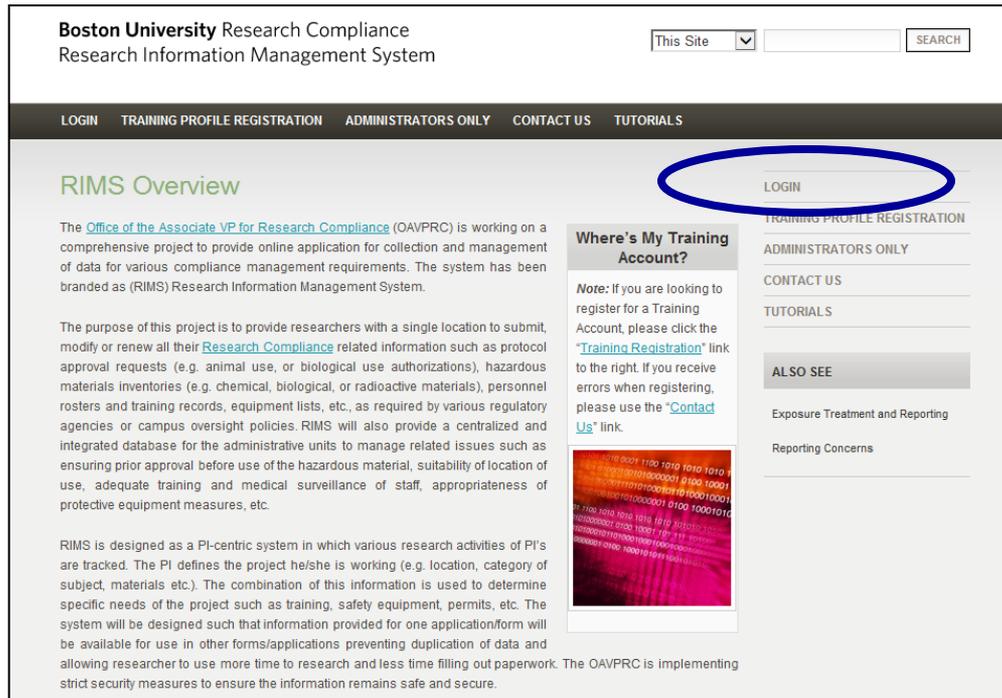
**ALSO SEE**

[Exposure Treatment and Reporting](#)

[Reporting Concerns](#)

# Getting Started

- Then, Log into RIMS
  - <http://www.bu.edu/rims>
  - Click on “Login” and enter your BU username and Kerberos password



**Boston University** Research Compliance  
Research Information Management System

This Site  SEARCH

LOGIN TRAINING PROFILE REGISTRATION ADMINISTRATORS ONLY CONTACT US TUTORIALS

## RIMS Overview

The [Office of the Associate VP for Research Compliance](#) (OAVPRC) is working on a comprehensive project to provide online application for collection and management of data for various compliance management requirements. The system has been branded as (RIMS) Research Information Management System.

The purpose of this project is to provide researchers with a single location to submit, modify or renew all their [Research Compliance](#) related information such as protocol approval requests (e.g. animal use, or biological use authorizations), hazardous materials inventories (e.g. chemical, biological, or radioactive materials), personnel rosters and training records, equipment lists, etc., as required by various regulatory agencies or campus oversight policies. RIMS will also provide a centralized and integrated database for the administrative units to manage related issues such as ensuring prior approval before use of the hazardous material, suitability of location of use, adequate training and medical surveillance of staff, appropriateness of protective equipment measures, etc.

RIMS is designed as a PI-centric system in which various research activities of PI's are tracked. The PI defines the project he/she is working (e.g. location, category of subject, materials etc.). The combination of this information is used to determine specific needs of the project such as training, safety equipment, permits, etc. The system will be designed such that information provided for one application/form will be available for use in other forms/applications preventing duplication of data and allowing researcher to use more time to research and less time filling out paperwork. The OAVPRC is implementing strict security measures to ensure the information remains safe and secure.

### Where's My Training Account?

**Note:** If you are looking to register for a Training Account, please click the "[Training Registration](#)" link to the right. If you receive errors when registering, please use the "[Contact Us](#)" link.

LOGIN

TRAINING PROFILE REGISTRATION

ADMINISTRATORS ONLY

CONTACT US

TUTORIALS

ALSO SEE

Exposure Treatment and Reporting

Reporting Concerns

- You will then be directed to your RIMS homepage

# Understanding your PI Homepage

The PI Homepage contains several key sections in the left-hand menu:

- PI Profile: Maintain and Review regular laboratory information
- Activities and Authorizations: Submit and Manage Radioisotope Permits and IBC protocols
- Chemical Inventory: Add or remove chemicals and review your own inventory
- My Training Profile: Links to complete required training courses
- RIMS Access: Authorize individuals to log-in to your PI profile to assist with lab management

**PI Profile**

- [Information about the PI](#)
- [Declare your activities](#)
- [Identify your personnel](#)
- [Identify your locations](#)
- [Lab Snapshot \(PDF\)](#)
- [Personnel Training Report](#)
- [Personnel ROHP Report](#)
- [LSC User Certification Form](#)
- [View Latest Lab Inspection Reports](#)

**Activities and Authorizations**

- [Radioisotope Permit - \[help\]](#)
- [Biological Use Authorization \(IBC Application\) - \[help\]](#)
- [Intent to Administer Biological Materials in to Rodents](#)

**Chemical Inventory - [about]**

- [Your Chemicals](#)
- [Your Chemicals \(PDF\)](#)

**My Training (PI Only)**

- [My Training Profile](#)



**Research Information Management System (RIMS)**

Research Information Management System (RIMS) Principal Investigator Home Page  
Return to this page at anytime by clicking on the Home Tab at the top of the page. Please configure your browser to allow popups on this site.

[Getting Started with RIMS](#)  
Using Internet Explorer? Please use version 8 or higher.

**PI Profile**

- [Information about the PI](#)
- [Declare your activities](#)
- [Identify your personnel](#)
- [Identify your locations](#)
- [Lab Snapshot \(PDF\)](#)
- [Personnel Training Report](#)
- [Personnel ROHP Report](#)
- [LSC User Certification Form](#)
- [View Latest Lab Inspection Reports](#)

**Activities and Authorizations**

- [Radioisotope Permit - \[help\]](#)
- [Biological Use Authorization \(IBC Application\) - \[help\]](#)
- [Intent to Administer Biological Materials in to Rodents](#)

**Chemical Inventory - [about]**

- [Your Chemicals](#)
- [Your Chemicals \(PDF\)](#)

**Marketplace - [help]**

- [General Search Chemicals](#)
- [ADD TO MY ACTUAL MARKET](#)
- [View the Actual Market Page \(click Home above to list pending this action\)](#)

**My Training (PI Only)**

- [My Training Profile](#)

**RIMS Access - [help]**

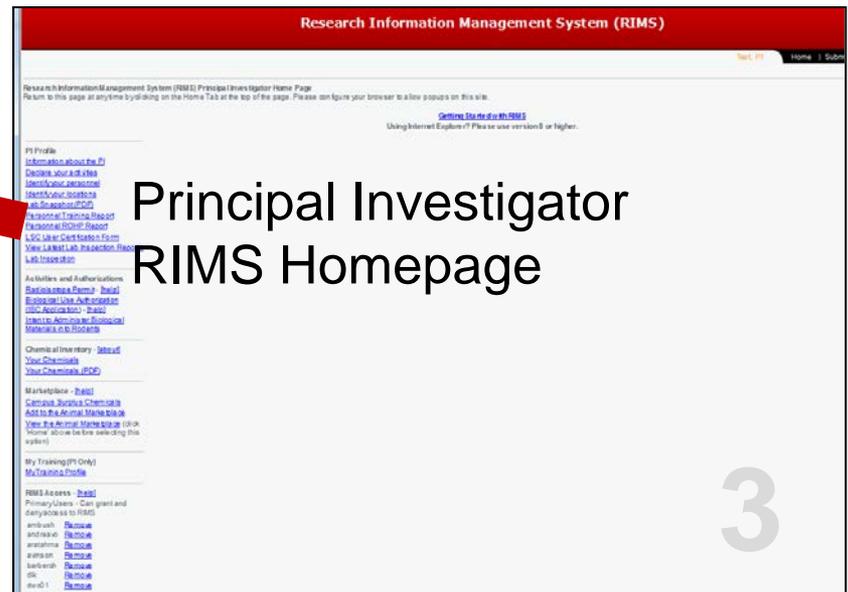
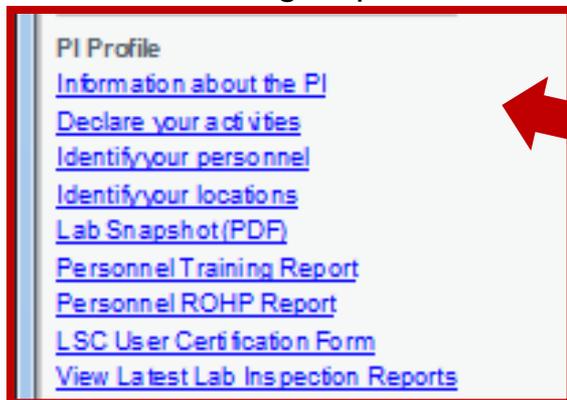
PrimaryUsers - Can grant and deny access to RIMS

weilae1	<a href="#">Remove</a>
witold	<a href="#">Remove</a>
wkallin	<a href="#">Remove</a>
<a href="#">Add a primary user</a>	
SecondaryUsers	
alanoue	<a href="#">Remove</a>
carolyn1	<a href="#">Remove</a>
jhmccall	<a href="#">Remove</a>
<a href="#">Add a secondary user</a>	

Principal Investigator RIMS Homepage

# 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
- Personnel Training Report: PDF of the training courses completed by individuals in the “Identify your personnel” section
- Personnel ROHP Report: PDF of the non-medical ROHP clearance summary for your personnel
- LSC User Certification Form: PDF of your lab personnel, to sign and insert in your EHS Safety Binder
- View Latest Lab Inspection Report: PDF of the results of your latest EHS Lab Inspection



# 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

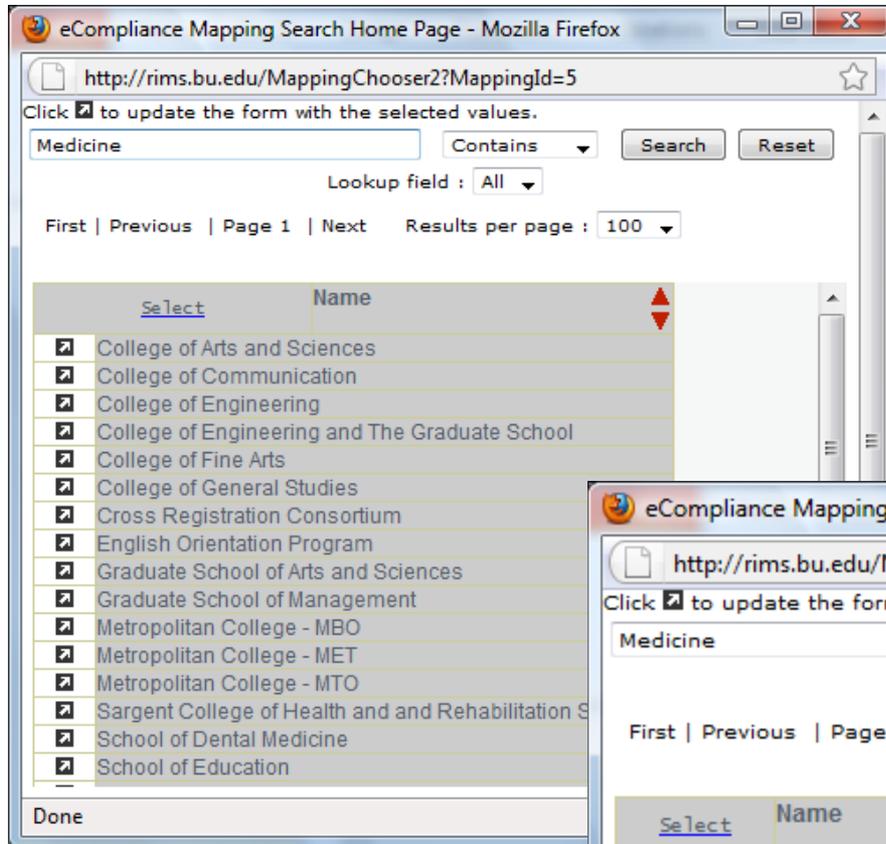
**Office and Lab Information**

PI Office Address  
Office Phone\*  
Lab Phone\*  
Fax

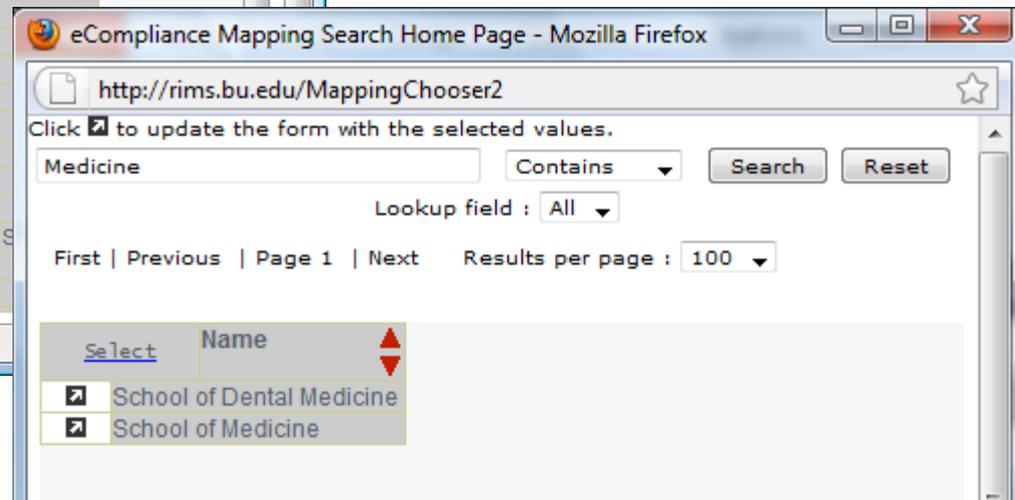
**Research Safety Inspections**  
Requires Research Safety Inspections?  Yes  No  
Safety Specialist Test  
Phone 617-638-7647  
Email test@bu.edu

**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 you 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"/>	<b>+</b> Surname	Name	surname	College of Arts and Sciences	U12345678	Test, PI
<input type="checkbox"/>	<b>+</b> 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 ▲▼
<a href="#">Chemicals</a> <b>+</b>	1002C	BUMC	▼ (R) HOUSMAN MED RESEARCH BLDG	10
<a href="#">Chemicals</a> <b>+</b>	1007	BUMC	▼ (L) MED INSTRUCTIONAL BLDG	10
<a href="#">Chemicals</a> <b>+</b>	101C	BUMC	▼ ADMIN OFFICES	1
<a href="#">Chemicals</a> <b>+</b>	102	CRC	▼ ACADEMY/SARGENT GYM BUILDING	1
<a href="#">Chemicals</a> <b>+</b>	102	CRC	▼ MARSH CHAPEL	1
<a href="#">Chemicals</a> <b>+</b>	102B	CRC	▼ ADMIN OFFICES	1
<a href="#">Chemicals</a> <b>+</b>	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 page title is "Location".

Instructions at the top of the form state: "Asterisks (\*) indicate required fields" and "Help is available by clicking on the highlighted field label".

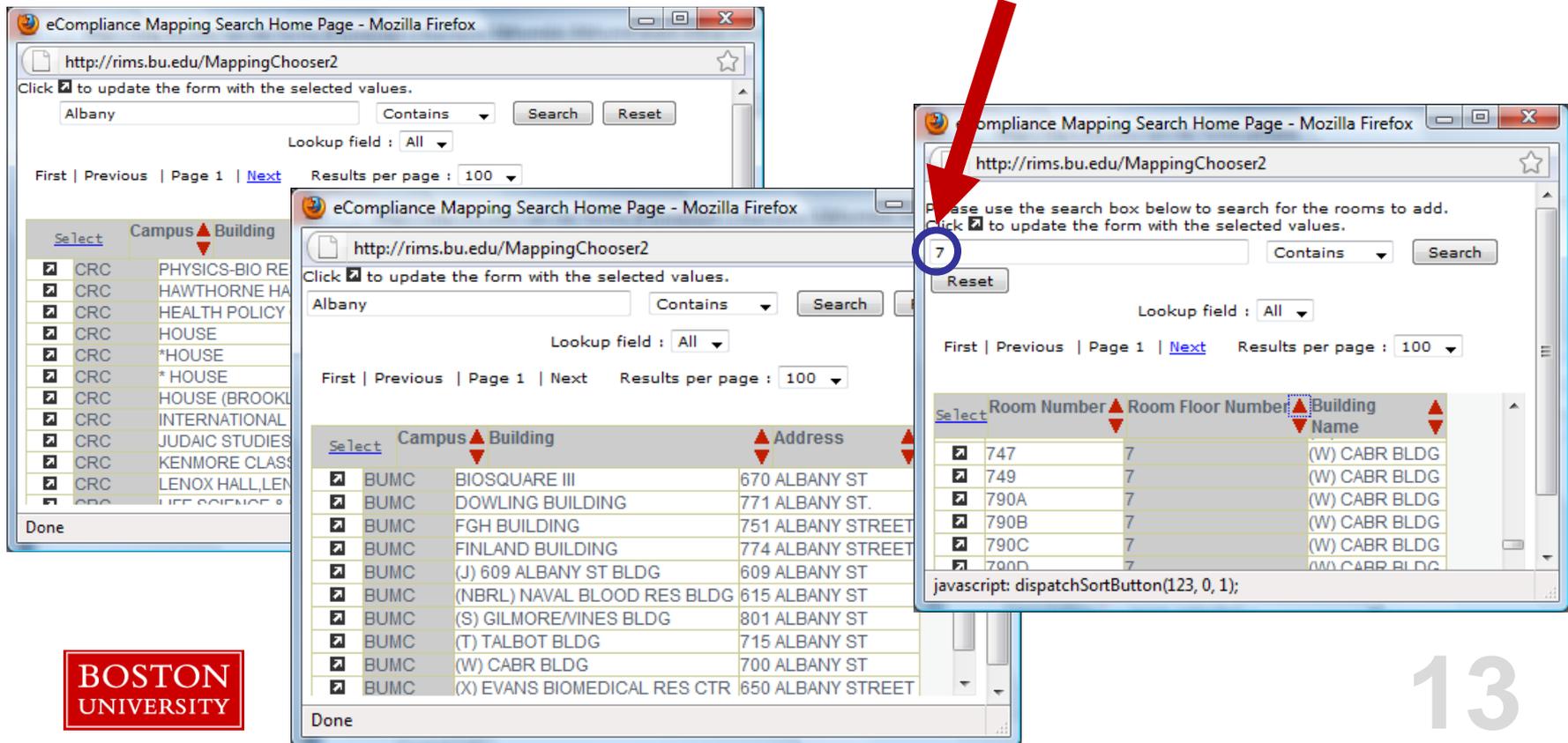
The form fields include:

- 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 red arrow pointing to the search box and a red circle around the number '7'. A red arrow also points from the top-right screenshot to the search box in the middle screenshot. The bottom-right screenshot also shows a table of room numbers and building names.

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: 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)”

	Room	Campus	Building	Floor
<a href="#">Chemicals</a>	1002C	BUMC	(R) HOUSMAN MED RESEARCH BLDG	10
<a href="#">Chemicals</a>	1007	BUMC	(L) MED INSTRUCTIONAL BLDG	10
<a href="#">Chemicals</a>	101C	BUMC	ADMIN OFFICES	1
<a href="#">Chemicals</a>	102	CRC	ACADEMY/SARGENT GYM BUILDING	1
<a href="#">Chemicals</a>	102	CRC	MARSH CHAPEL	1
<a href="#">Chemicals</a>	102	CRC	ADMIN OFFICES	1
<a href="#">Chemicals</a>	102	CRC	ADMISS/ENRL/HLTH/FIN AFF	1

	Chemical	CAS	Containers	Container Size	Amount Unit	Building	Room	Common Name	Owner	Surplus
<input type="checkbox"/>	BORIC ACID	10043-35-3	1.0	1.0	L	(R) HOUSMAN MED RESEARCH BLDG	1002C		Test, PI	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MSDS HYDROGEN PEROXIDE	7722-84-1	1.0	16.0	oz	(R) HOUSMAN MED RESEARCH BLDG	1002C	hydrogen peroxid	Test, PI	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MSDS SODIUM XYLENESULFONATE	1330-20-7	1.0	1.0	gal	(R) HOUSMAN MED RESEARCH BLDG	1002C	Xylene	Test, PI	<input type="checkbox"/>

# 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.
  - If this is your first time entering you inventory and you have many chemicals to import, contact your Department Safety Advisor for information on supplying inventory in Excel format

eCompliance Mapping Search Home Page - Mozilla Firefox  
 http://rims.bu.edu/MappingChooser2

Click  to update the form with the selected values.

hydrogen peroxide    Contains    S

Lookup field : All

First | Previous | Page 1 | Next    Results per page : 100

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

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    **Lookup**

Common Name

CAS\* 7722-84-1

Physical State Liquid

Hazardous Material Type -- none selected --

Concentration (Percent) -

Leave blank if 100%

Manufacturer

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

II. Storage Information

Number of Containers 1

Container Size 16

Amount Unit oz

Container Type Plastic Bottle

Storage Pressure Ambient

Storage Temperature Ambient

Location Medicine Cabinet

Inside Room

Done