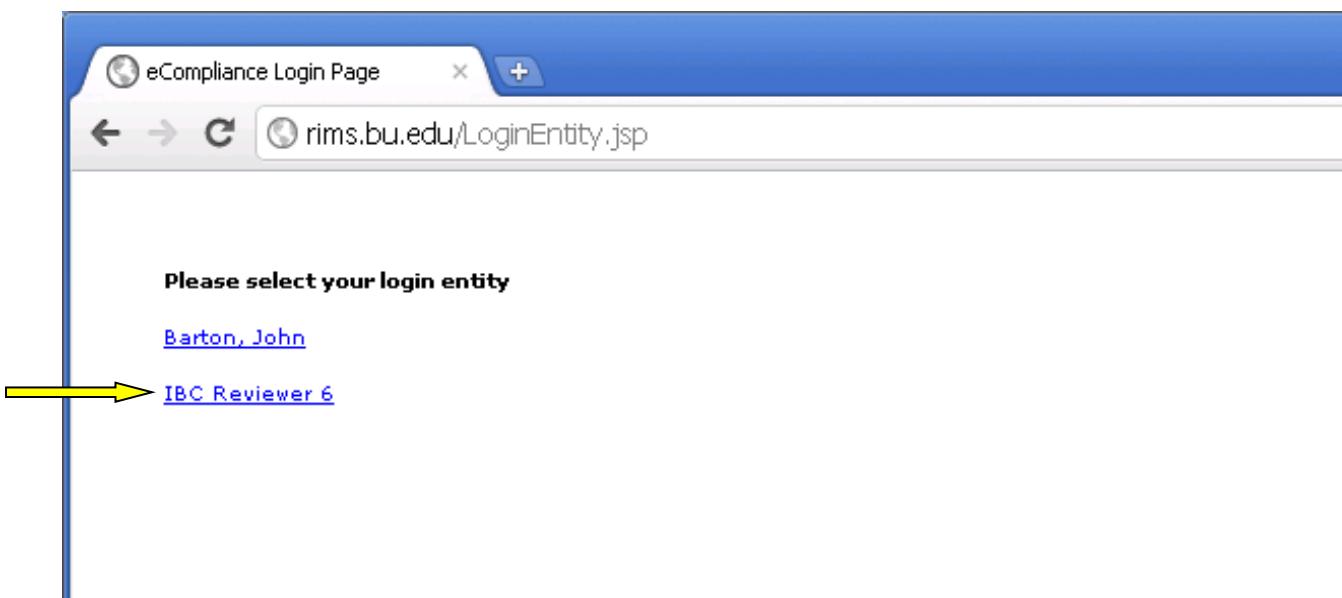
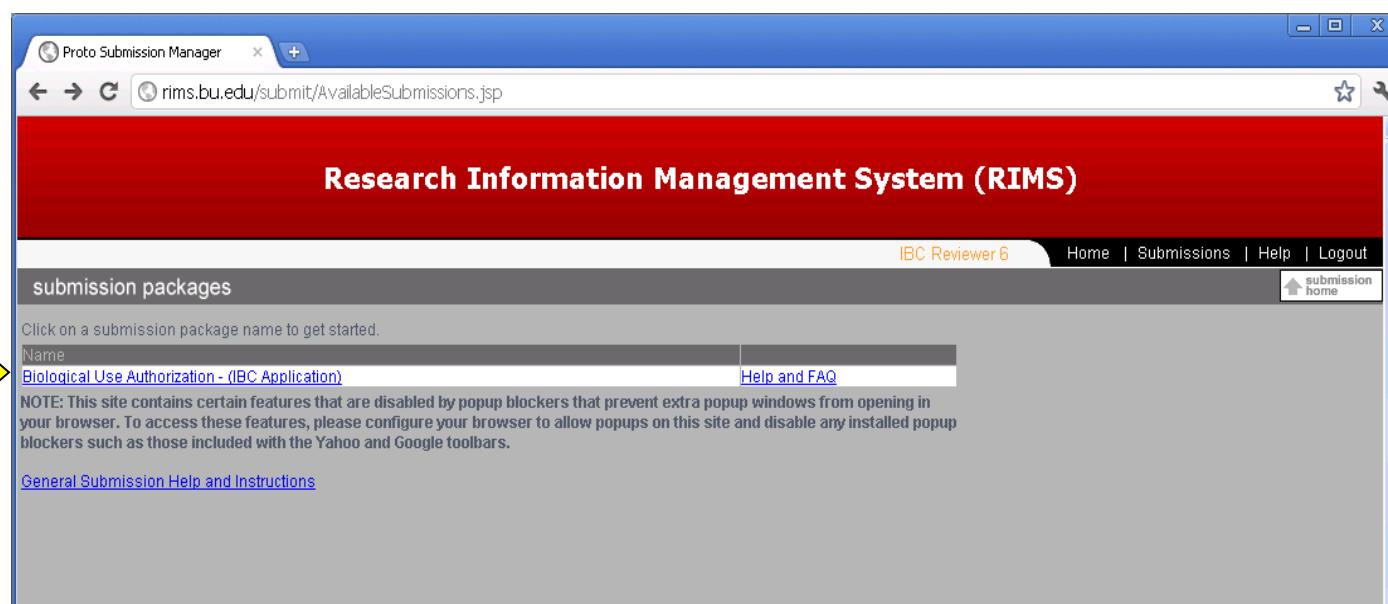


Reviewing an IBC protocol as a Reviewer (Biosafety Officer, ROHP or Reviewer)

1. Use **Internet Explorer 8.0** for optimal use. If using Mozilla Firefox 7.0, you may need to “right-click, left-click” to enter text in your Reviewer boxes. If using other browsers, you may not be able to enter text in your Reviewer boxes.
2. When first logging into RIMS (<http://www.bu.edu/rims>), you will have the option to enter under your lab’s account (listed under your name) or as an IBC Reviewer. If you would like to review a protocol, click the “IBC Reviewer [A]” link.



3. You will then be directed to the RIMS IBC Submission Reviewer homepage:



4. Click on the link to enter the IBC Submission Log, shown below:

The screenshot shows the 'form archives' section of the RIMS IBC Reviewer Module. At the top, there is a message about protected mode and a status bar indicating 'IBC Reviewer 25'. On the left, two boxes provide filtering options: 'Select / sort by different statuses' and 'Search by PI last name'. The main area displays a table of submissions. The table has columns: Date Submitted, Tracking Number, Submitter, Status, and three actions: Open, Review, and Compare. The table lists 12 entries from February 13, 2012, to March 02, 2012. A yellow arrow points to the 'Pending' status filter, and another yellow arrow points to the 'Search by PI last name' input field.

Date Submitted	Tracking Number	Submitter	Status	Open	Review	Compare
03/02/2012	1488	Knott, Cheryl	Pending	Open	Review	Compare
03/02/2012	1491	Basaria, Shehzad	Pending	Open	Review	Compare
03/02/2012	1460	Test, PI	Pending	Open	Review	Compare
02/29/2012	1419	Istfan, Nawful	Pending	Open	Review	Compare
02/28/2012	990	Myers, Richard	Pending	Open	Review	Compare
02/28/2012	993	Spanjaard, Remco	Pending	Open	Review	Compare
02/27/2012	1532	Spencer, Jean	Pending	Open	Review	Compare
02/27/2012	1362	Kurosawa, Shinichiro	Pending	Open	Review	Compare
02/27/2012	1422	Hamilton, James	Pending	Open	Review	Compare
02/27/2012	487	Fearns, Rachel	Pending	Open	Review	Compare
02/16/2012	1007	Shirihai, Orian	Pending	Open	Review	Compare
02/15/2012	713	Wolf, Philip	Pending	Open	Review	Compare
02/13/2012	707	Driver, Vickie	Pending	Open	Review	Compare

5. You can use the buttons at the top to sort between Committee Review, Amendment Review, Accepted, Approved Pending, etc. submissions. You can also search by PI Name and/or date of submission.

Click on “Committee Review” to sort by those applications set for review at the upcoming IBC meeting (including New Protocols and 3-Year Resubmissions).

Protected mode is currently turned off for the Internet zone. Click here to open security settings.

Research Information Management System (RIMS)

IBC Reviewer 25 | Home | Submissions | Help | Logout

form archives | ? form FAQ | submission home

form archives

Submission Log for Biological Use Authorization - (IBC Application)

Pending Accepted Rejected Approved Pending Conditionally Approved Tabled Deferred Committee Review
 Amendment Review Revision Review Amendment Expedited Renewal Evaluation Closed All Reviewable All

Name: _____

Date: _____ to _____

1 to 20 Go

Date Submitted	Tracking Number	Submitter	Status	Open	Review	Compare
02/28/2012	1533	Ruenger, Thomas	Committee Review	Open	Review	Compare
02/26/2012	1538	Bossart, Katharine	Committee Review	Open	Review	Compare
02/23/2012	1495	Feng, Hui	Committee Review	Open	Review	Compare
02/22/2012	1505	Garcia-Marcos, Mikel	Committee Review	Open	Review	Compare
02/17/2012	1522	Gummuluru, Suryaram	Committee Review	Open	Review	Compare

You may alternatively select “Amendment Review” to see any amendments that will be reviewed at the upcoming IBC meeting.

Protected mode is currently turned off for the Internet zone. Click here to open security settings.

Research Information Management System (RIMS)

IBC Reviewer 25 | Home | Submissions | Help | Logout

form archives | ? form FAQ | submission home

form archives

Submission Log for Biological Use Authorization - (IBC Application)

Pending Accepted Rejected Approved Pending Conditionally Approved Tabled Deferred Committee Review
 Amendment Review Revision Review Amendment Expedited Renewal Evaluation Closed All Reviewable All

Name: _____

Date: _____ to _____

1 to 20 Go

Date Submitted	Tracking Number	Submitter	Status
No result matches your criteria.			

6. You should have received an email from the IBC Office detailing the protocols you are to review and whether you are primary or secondary reviewer for that protocol. However, you are also welcome and able to review other protocols. Here's how:

If you would like to view a full PDF of the protocol application, see the Biosafety Assessment, or see who the reviewers are (among other information), click “**Review**”. If you would like to look at the individual sections of the protocol, click “**Open**” on the protocol you would like to review. To compare this version of the protocol to other past versions of the same protocol, click “**Compare**”.

Protected mode is currently turned off for the Internet zone. Click here to open security settings.

IBC Reviewer 25

form archives

Submission Log for Biological Use Authorization - (IBC Application)

Pending Accepted Rejected Approved Pending Conditionally Approved Tabled Deferred Committee Review
 Amendment Review Revision Review Amendment Expedited Renewal Evaluation Closed All Reviewable All

Name: _____

Date: _____ to _____ Go

1 to 20

Date Submitted	Tracking Number	Submitter	Status	Open	Review	Compare
03/02/2012	1488	Knott, Cheryl	Pending	Open	Review	Compare
03/02/2012	1491	Basaria, Shehzad	Pending	Open	Review	Compare
03/02/2012	1460	Test, PI	Pending	Open	Review	Compare
02/29/2012	1419	Istfan, Nawful	Pending	Open	Review	Compare
02/28/2012	990	Myers, Richard	Pending	Open	Review	Compare
02/28/2012	993	Spanjaard, Remco	Pending	Open	Review	Compare
02/27/2012	1532	Spencer, Jean	Pending	Open	Review	Compare
02/27/2012	1362	Kurosawa, Shinichiro	Pending	Open	Review	Compare
02/27/2012	1422	Hamilton, James	Pending	Open	Review	Compare
02/27/2012	487	Fearns, Rachel	Pending	Open	Review	Compare
02/16/2012	1007	Shirihai, Orian	Pending	Open	Review	Compare
02/15/2012	713	Wolf, Philip	Pending	Open	Review	Compare
02/13/2012	707	Driver, Vickie	Pending	Open	Review	Compare

“Review” Page

When first entering the review page, you can click on any of the **Available Reports** to print out any of the summary forms as a PDF. It is useful to click on the “IBC Application” link to display the full application PDF on your screen or to print out the application for your review.

Note that at first your current recommended status is blank and your reviewer comments box is expanded. When you are ready to select a status for the protocol, you will first put any summary comments in your comments field. Next you will hit one of the desired status buttons on the top of the review page.

Click on the forms button in the bar at the top of the page to view individual forms

PI: Test, PI Submitted: Wed Jun 22 2011, 3:47 PM

PDF

Available Reports:
[IBC Application](#)
[IBC Approval Letter](#)
[IBC Approval Summary](#)

Application Status: UNEVALUATED - Review Pending

Recommended Status:

Review
Please make sure you have completed all the necessary fields below before selecting a status to submit. If you need to save this form at any point prior to submitting, click on the Save Changes button. Clicking on a status will also save the form contents below and send an automated email.

[Save Changes](#) [Cancel Changes](#)

[Review Field Annotations](#)
[Reviewer Statuses](#)

PI Alias: bjjgold
Project Title: Testing Annotations
Submission ID: 205

PI Comments
 Initial IBC Office Review
 BUA Site Assessment Review

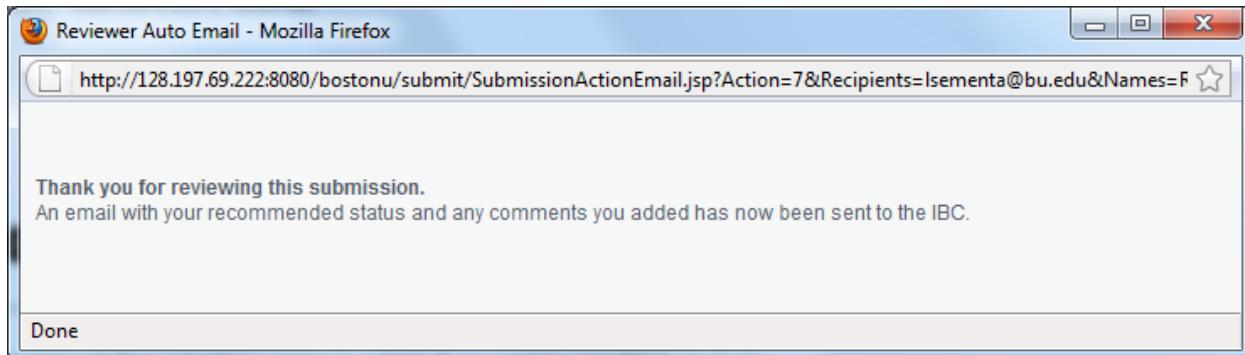
Please add any additional comments you would like to send to the IBC here:
Reviewer 5
Comments

Final IBC Office Review

[Comments, Suggestions or Questions](#)

Done

When you recommend a status, you should see the following popup informing you that an email has been sent to the IBC with your recommended status and any comments you left in your comments field.



When complete, you will notice that the status you selected is now listed by your recommended status near the top. If for whatever reason you selected the incorrect status, you may add additional comments and select another button. This will resubmit the email and save the form with your new recommended status.

A screenshot of the RIMS IBC Reviewer Module. The page header includes a green bar with the text "Click on the forms button in the bar at the top of the page to view individual forms". Below this, the PI is listed as "Test, PI" and the submission date is "Wed Jun 22 2011, 3:47 PM". Available reports include "IBC Application", "IBC Approval Letter", and "IBC Approval Summary". The application status is "UNEVALUATED - Review Pending" and the recommended status is "APPROVED". A yellow arrow points to the "Approved" button among other options: "Approve Pending", "Conditionally Approve", "Table", "Reject", and "Defer". The review section contains a note about saving changes before submitting. Buttons for "Save Changes" and "Cancel Changes" are present. Links for "Review Field Annotations" and "Reviewer Statuses" are also shown. At the bottom, it lists "PI Alias bjjgold", "Project Title: Testing Annotations", and "Submission ID: 205". It includes checkboxes for "PI Comments", "Initial IBC Office Review", and "BUA Site Assessment Review". A section for adding comments to the IBC is provided, with a yellow arrow pointing to the "Comments" input field. The URL for this page is "http://128.197.69.222:8080/bostonu/submit/SubmissionActionEmail.jsp?Action=7&Recipients=lsementa@bu.edu&Names=F".

Clicking on the “Review Fields Annotations” link will let you see what others have put in for their review comments. Clicking on the “Reviewer Statuses” link will let you see what others have recommended for this protocol.

Review

Please make sure you have completed all the necessary fields below before selecting a status to submit. If you need to save this form at any point prior to submitting, click on the Save Changes button. Clicking on a status will also save the form contents below and send an automated email.

Save Changes **Cancel Changes**

[Review Field Annotations](#)
[Reviewer Statuses](#)

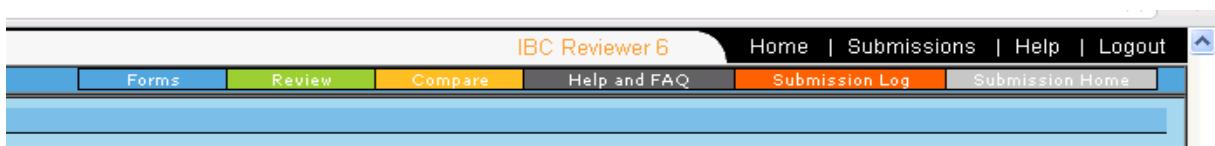
To see the Comments (or Cover Page) by the PI, or to review the Research Safety Office BUA inspection items, you can click on the “plus” signs to expand these sections.

PI Alias: bjqgold
Project Title: Testing Annotations
Submission ID: 205

► PI Comments
► Initial IBC Office Review
► BUA Site Assessment Review

Please add any additional comments you would like to send to the IBC here:
Reviewer 5 Your comments here...
Comments

At any time on the review page, you can use the buttons toward the top right to navigate to other sections of RIMS: “Forms” will open up the individual page of the application, “Compare” will bring you to the compare function, “Help and FAQ” will bring up IBC-specific help items, and “Submission Log” will bring you to the IBC Submission Log view.



“Open” Page

Clicking the “Open” button on a protocol you wish to review will take you to that protocol’s individual forms. Any forms that contain no user-inputted data, such as the BUA Policy page, will be blank. Use the hierarchy on the left hand side of the screen (just as you do when inputting your own protocol for submission) to navigate the protocol. At the bottom of each page will be a box labeled something like “IBC Reviewer [X], please leave any comments for this form here:” with a text box that allows you to write in your comments for that form. You can write as much or as little as you want. This is your own comments box, and will not overwrite anyone else’s. Once you are done with your review of that page, be sure to click “Save Review”. You must click “Save Review” for each and every page you review. Only the data in the review box will be saved, if you inadvertently change data in the actual application – not to worry, this will not be changed!

IBC Reviewer 6 Home | Submissions | Help | Logout

Forms Review Compare Help and FAQ Submission Log Submission Home

Biological Use Authorization - (IBC Application)

These form have been archived. They are read only and can not be modified.

[Boston University BUA Policy](#)

[Principal Investigator](#)

Grant Funding Information

- [Personnel](#)
- [Research Laboratory Facility Information](#)
- [Dual Use Research of Concern](#)
- [Research Project Description](#)
- [Personal Protective Equipment and Safety Equipment](#)
- [Materials Used In Research](#)
 - Hazardous Biological Agent
 - Potentially Infectious Material
 - Human Embryonic Stem Cells
 - Select Biological Toxins
 - Field Study with Animals or Insect Vectors
 - High Hazard Chemical
 - Radiation and X-ray
 - Recombinant DNA
 - Public Health Commission

[BUA Agreement Policy](#)

Tips

- To see the reviewer's comments on this submittal, click on the Green button in the bar above
- Compare the contents of this submittal with a previous submittal by clicking on the orange Compare button
- View a list of all submittals by clicking on the red Form Archives button
- Return to your submission home page by clicking on the Submission Home button

Grant Funding In..(1)

Boston University - Charles River Campus (OSP)
Boston Medical Center (ORA)
Other (Specify)

Anticipated Starting Date

PI CV Formatted in the [standard NIH 2 page Bio-Sketch format](#):

Pre-2010 applications only: Attach IBC Application (PDF format):

1.)

2.)

Please upload any supporting documentation:

1.)

IBC Reviewer 6 please leave any comments for this form here:

Finding attachments:

Any attachments sent by the PI will be uploaded on the individual “Grant Funding Information” page. On this page, any attachments will be shown by a black “Open” button; click this button to download the attachment to your computer.

“Compare” Page

You can access the Compare function from either the IBC Submission Log or the Review page. Clicking compare will compare the selected version of an application with the version submitted previously (for the same RIMS Tracking Number). If more than 2 versions were submitted, the function only compares with the one immediately preceding the selected version.

form archives

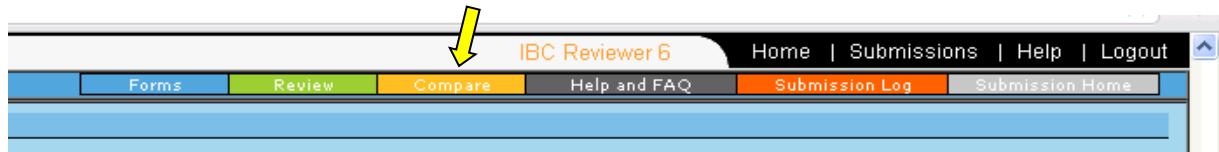
Submission Log for Biological Use Authorization - (IBC Application)

Pending Accepted Rejected Approved Pending Conditionally Approved Tabled Deferred Committee Review
Amendment Review Revision Review Amendment Expedited Renewal Evaluation Closed All Reviewable All

Name gibson

Date to Go

Date Submitted	Tracking Number	Submitter	Status	Open	Review	Compare
12/19/2011	1231	Gibson, Frank	Accepted	Open	Review	Compare
08/03/2011	1364	Gibson, Frank	Accepted	Open	Review	Compare
06/22/2011	1231	Gibson, Frank	Accepted	Open	Review	Compare
01/27/2010	504	Gibson, Frank	Accepted	Open	Review	Compare



When you click on “Compare”, you will see a summary of pages (i.e., Forms) that were added, deleted, or changed. The “Copy” shows you a brief further description of the form that was changed.

The screenshot shows a Windows Internet Explorer window with the URL <http://rims.bu.edu/servlet/pkgcompare>. The title bar says "http://rims.bu.edu/servlet/pkgcompare - Windows Internet Explorer provided by Boston Univ". The toolbar includes Back, Forward, Stop, Home, and Favorites. The address bar also displays the same URL. The main content area is titled "Biological Use Authorization - (IBC Application)". Below the title, a status bar indicates "Comparison between submitted Biological function of system item Virus (bbiV) encoded small RNAx (bbbiVs) of 2012-01-18 (UNEVULATED - Review Pending) and 2012-01-17 (Changed)". There are three tabs: Status, Form, and Copy. The Status tab is selected, showing the word "Changed". The Form tab shows a large text block about Epstein-Barr virus (EBV), mentioning its role in various cancers like Burkitt's lymphoma, Hodgkin's disease, and non-Hodgkin's lymphoma. The Copy tab shows a shorter version of the same text. On the left side of the main content area, there are sections for "Research Project Description", "Grant Funding Information", and "Hazardous Biological Agent". The "Research Project Description" section contains the detailed EBV text. The "Grant Funding Information" and "Hazardous Biological Agent" sections contain shorter, summarized versions of the EBV text. Two yellow arrows point to the "Status" and "Form" tabs at the top of the comparison table.

Click on any “Copy” descriptions (in **blue-underlined**) to see a side-by-side comparison of old and new. This will show the field in RIMS that was changed as well as the new and old values.

Comparison between 2012-01-18 and 2012-01-17
Form : Hazardous Biological Agent
Copy : HEK 293, Phoenix (derivative of HEK293), HeLa, MCF-10A; MCF-7, MDA-MB 231, BT-549, T-47D; P3HR1, AKATA, Toledo (EBV+) and Neomycin resistant EBV+ AKATA (EBV+); Ramos, BL-41, BJAB (B-lymphoma cell lines); AGS, NCI-N87 (gastric cancer lines); show form

Field Name	New Value	Old Value
IAgent_Agent	HEK 293, Phoenix (derivative of HEK293), HeLa, MCF-10A; MCF-7, MDA-MB 231, BT-549, T-47D; P3HR1, AKATA, Toledo (EBV+) and Neomycin resistant EBV+ AKATA (EBV+); Ramos, BL-41, BJAB (B-lymphoma cell lines); AGS, NCI-N87 (gastric cancer lines);	HEK 293, Phoenix (derivative of HEK293), HeLa, MCF-10A; MCF-7, MDA-MB 231, BT-549, T-47D; P3HR1, AKATA, Toledo (EBV+) and Neomycin resistant EBV+ AKATA (EBV+); Ramos, BL-41, BJAB (B-lymphoma cell lines); AGS, NCI-N87 (gastric cancer lines); LnCaP (prostate cancer); MiaPaCa (pancreatic cancer)

compare all

You can click on the “Show Form” button to see the entire changed form. You can click on the “Compare All” button to return to the first view of all changed sections.

Anything listed with a “Field Name” of “...Annotations...” is referring to the page-specific comments made by the Compliance Coordinator, Safety Inspector, or Reviewer. These are automatically deleted in a new PI submission.

Comparison between 2012-01-18 and 2012-01-17
Form : Grant Funding Information
Copy : Biological function of Epstein Barr Virus (EBV) encoded small RNAs (EBERs); show form

Field Name	New Value	Old Value
IBCGrant_Annotation25	Test Grant Funding	

compare all

For most comparisons, this “compare” feature is very useful. For longer passages, such as the Research Project Description #2, it is less useful. For these, it is helpful to copy and paste the data to Word Track Changes. You can contact the IBC Office if you would like us to send us a copy of a passage using Track Changes.