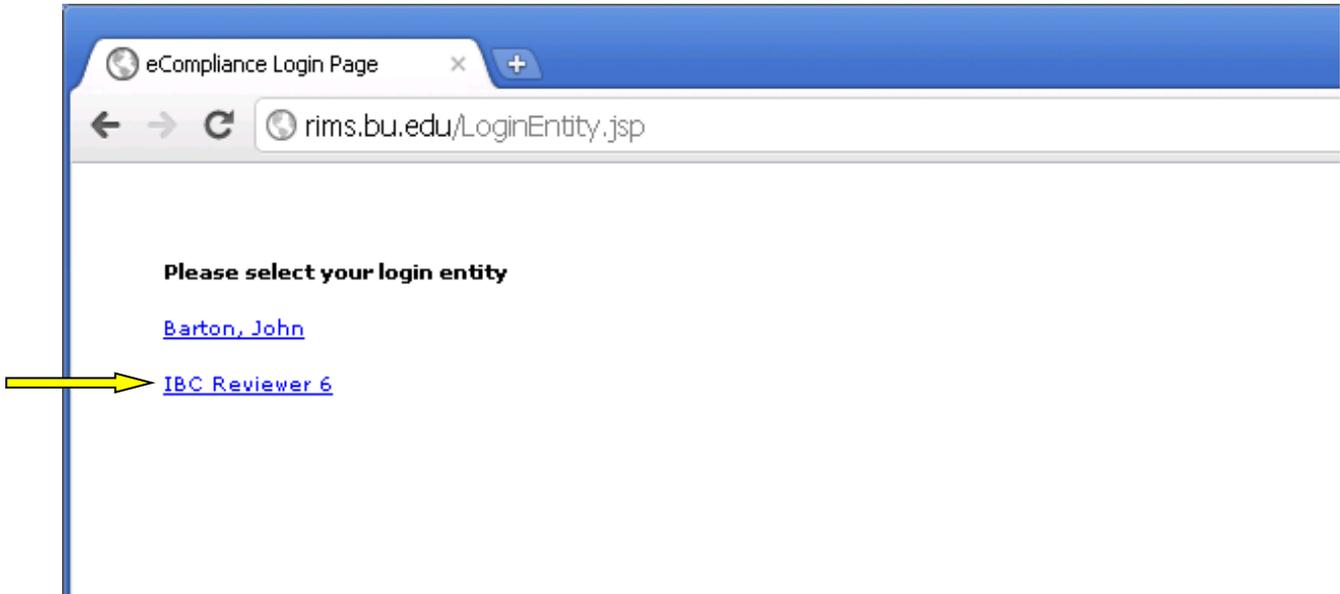
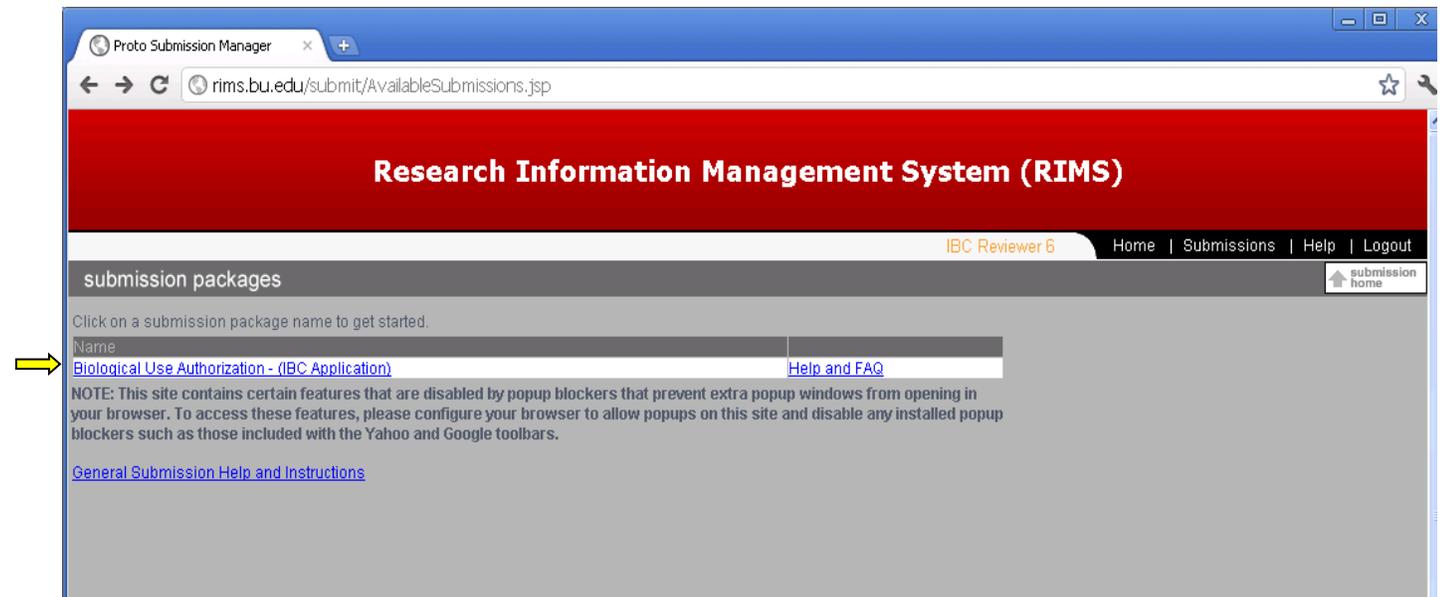


Reviewing an IBC protocol as a Reviewer (Biosafety Officer, ROHP or Reviewer)

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:

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

1 to 20

Date Submitted	Tracking Number	Submitter	Status			
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	Fearn, 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

Select / sort by different statuses

Search by PI last name

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

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
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

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.			

- 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

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

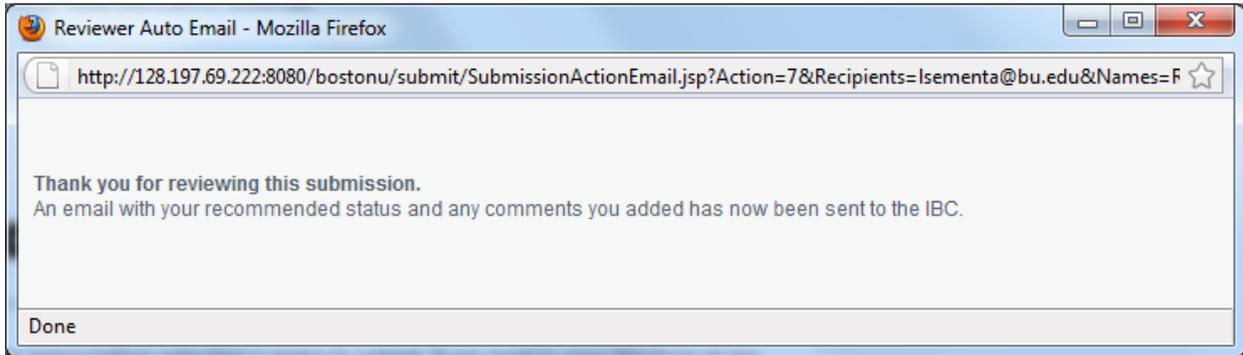
When first entering the review page, you can click on any of the **Available Reports** to print out any of the summary forms as a PDF. It is useful to click on the “IBC Application” link to display the full application PDF on your screen or to print out the application for your review.

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.

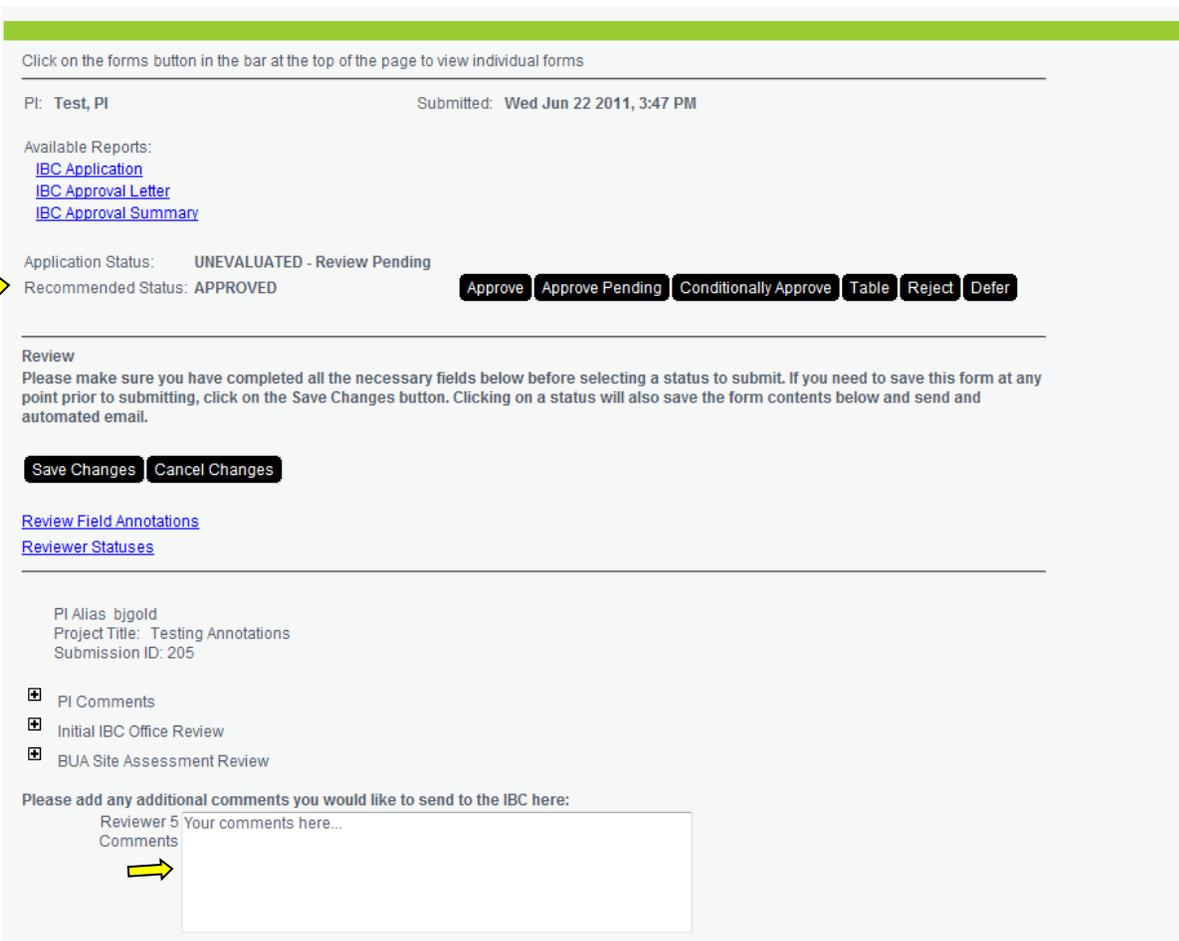
The screenshot shows a web browser window with the URL <http://128.197.69.222:8080/servlet/SubmissionProperties>. The page content includes:

- Header: "Click on the forms button in the bar at the top of the page to view individual forms"
- Metadata: "PI: Test, PI" and "Submitted: Wed Jun 22 2011, 3:47 PM"
- Available Reports: [IBC Application](#), [IBC Approval Letter](#), [IBC Approval Summary](#). A yellow arrow labeled "PDF" points to the "IBC Application" link.
- Application Status: "UNEVALUATED - Review Pending"
- Recommended Status: A row of buttons: "Approve", "Approve Pending", "Conditionally Approve", "Table", "Reject", "Defer". A yellow box labeled "Status Button Selections" has arrows pointing to each of these buttons.
- Review Instructions: "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."
- Buttons: "Save Changes" and "Cancel Changes"
- Links: [Review Field Annotations](#) and [Reviewer Statuses](#)
- Submission Info: "PI Alias: bjgoid", "Project Title: Testing Annotations", "Submission ID: 205"
- Checkboxes: "PI Comments", "Initial IBC Office Review", "BUA Site Assessment Review"
- Comments Section: "Please add any additional comments you would like to send to the IBC here:" followed by a text area labeled "Reviewer 5 Comments". A yellow arrow labeled "Your Summary Review box" points to this text area.
- Footer: [Comments, Suggestions or Questions](#) and "Done"

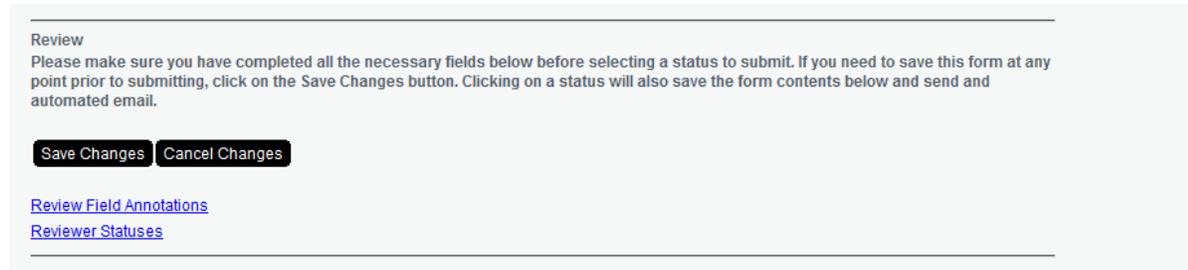
When you recommend a status, you should see the following popup informing you that an email has been sent to the IBC with your recommended status and any comments you left in your comments field.



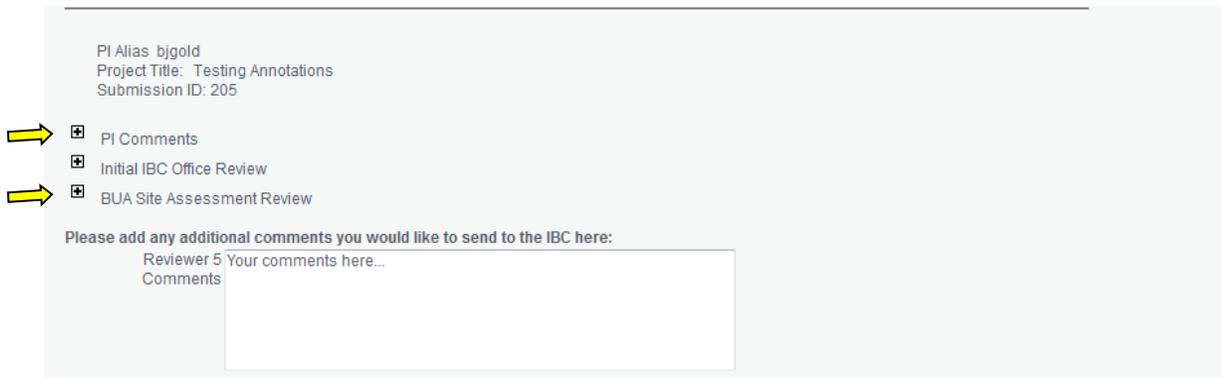
When complete, you will notice that the status you selected is now listed by your recommended status near the top. If for whatever reason you selected the incorrect status, you may add additional comments and select another button. This will resubmit the email and save the form with your new recommended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



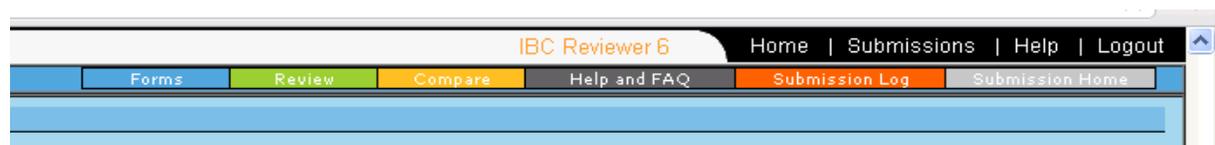
Clicking on the “Review Fields Annotations” link will let you see what others have put in for their review comments. Clicking on the “Reviewer Statuses” link will let you see what others have recommended for this protocol.



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.



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!

The screenshot displays the IBC Reviewer 6 web application. The top navigation bar includes 'Forms', 'Review', 'Compare', 'Help and FAQ', 'Submission Log', and 'Submission Home'. The left sidebar contains a tree view for 'Biological Use Authorization - (IBC Application)' with sub-items like 'Personnel', 'Research Laboratory Facility Information', 'Dual Use Research of Concern', 'Research Project Description', 'Personal Protective Equipment and Safety Equipment', 'Materials Used In Research', and 'BUA Agreement Policy'. The main content area is titled 'Grant Funding In.. (1)' and contains several sections:

- Anticipated Starting Date:** 07/01/2011
- PI CV Formatted in the standard NIH 2 page Bio-Sketch format:** This section has a black 'Open' button highlighted with a yellow arrow.
- Pre-2010 applications only:** Attach IBC Application (PDF format):
 - 1.) Upload
 - 2.) Upload
- Please upload any supporting documentation:**
 - 1.) Upload
- Comments:** A text box labeled 'IBC Reviewer 6 please leave any comments for this form here:' with a yellow arrow pointing to it.

 The bottom right corner features 'Print' and 'Save Review' buttons, with a yellow arrow pointing to the 'Save Review' button.

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

Date to

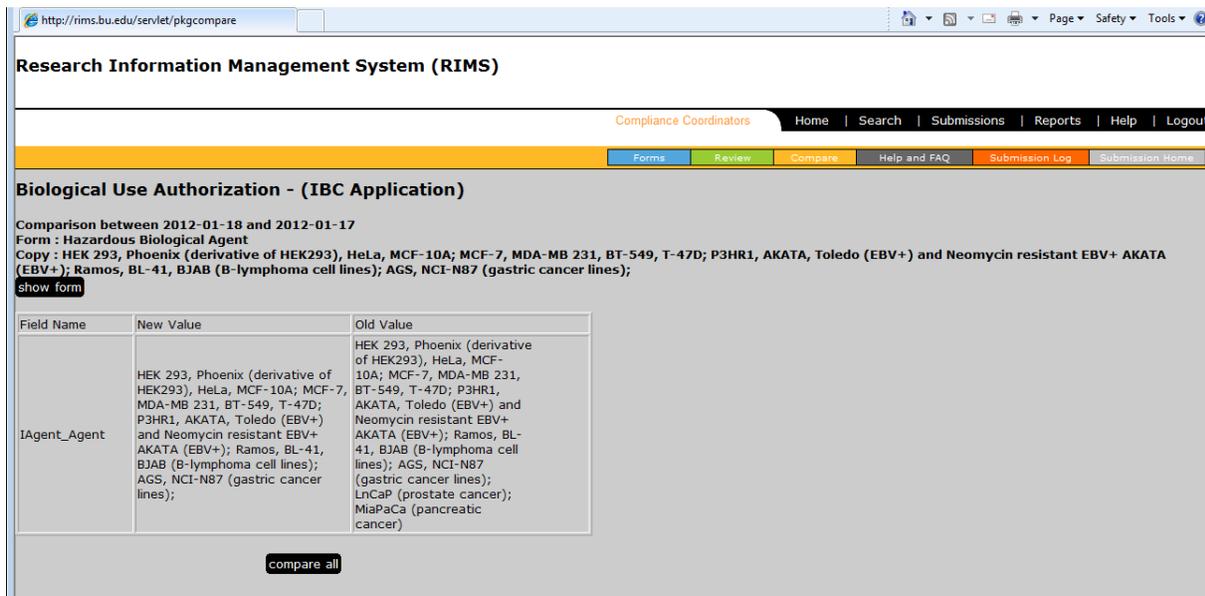
to

Date Submitted	Tracking Number	Submitter	Status			
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

IBC Reviewer 6 Home | Submissions | Help | Logout

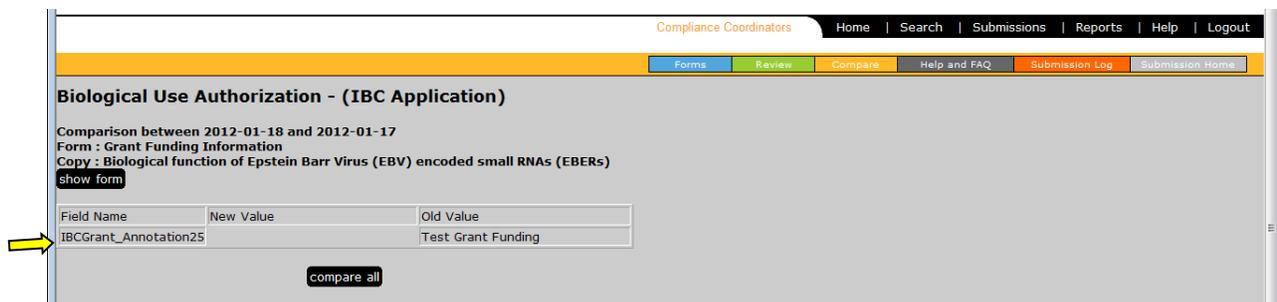
Forms Review **Compare** Help and FAQ Submission Log Submission Home

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.



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.



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.