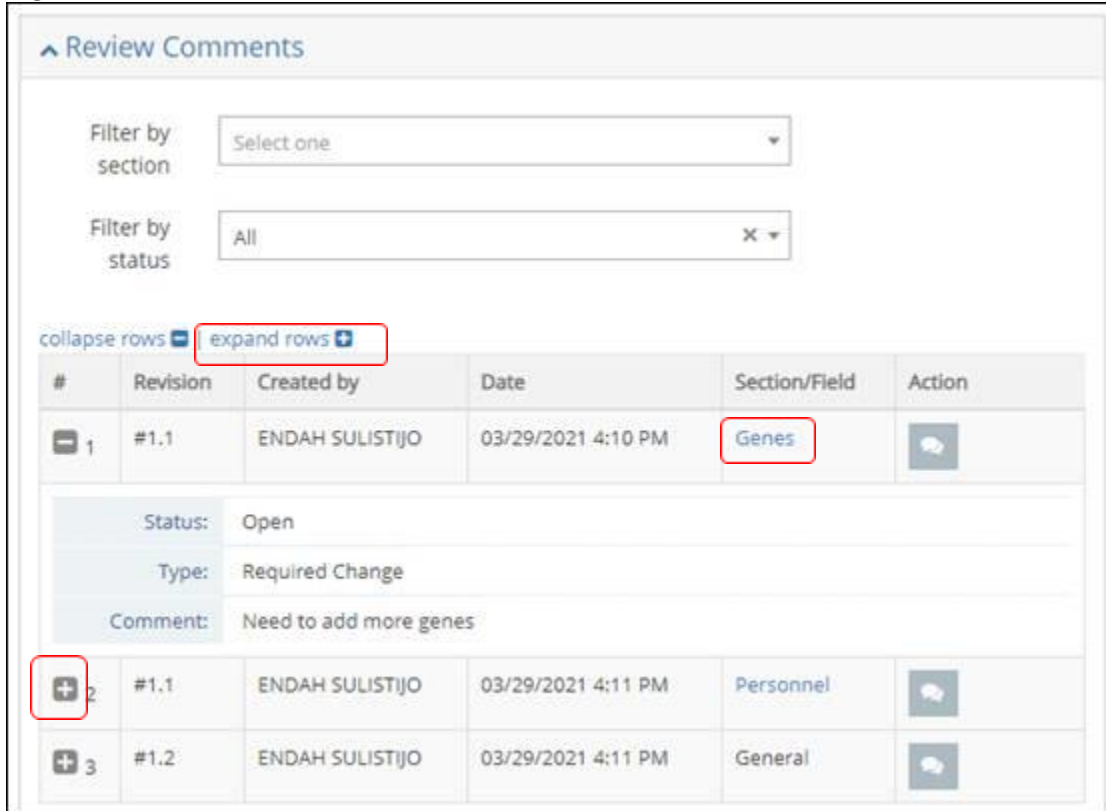


GUIDANCE FOR REVIEWING AND ADDRESSING PRE-REVIEW COMMENTS

Login to the online IBC registration form (ibc.research.upenn.edu) and open the IBC registration.

When the IBC registration file is opened, you would see on the top the “Review Comments” section listing the comments that are entered. NOTE: the display below is an example using a mock IBC registration.



The screenshot shows the "Review Comments" section. At the top, there are two filter dropdowns: "Filter by section" (set to "Select one") and "Filter by status" (set to "All"). Below the filters are "collapse rows" and "expand rows" buttons. A table lists comments with the following data:

#	Revision	Created by	Date	Section/Field	Action
1	#1.1	ENDAH SULISTIJO	03/29/2021 4:10 PM	Genes	[Comment Icon]
Status: Open					
Type: Required Change					
Comment: Need to add more genes					
2	#1.1	ENDAH SULISTIJO	03/29/2021 4:11 PM	Personnel	[Comment Icon]
3	#1.2	ENDAH SULISTIJO	03/29/2021 4:11 PM	General	[Comment Icon]

Clicking on the (+) sign in the “#” column will open the comments that are entered. Or alternatively, use “expand rows (+)” to open all comments.

Clicking on the item in the “Section/Field” column will let you jump to the section where the comment is entered. In the example above, clicking “Genes” will let you jump to the **Genes** section of the form.

On the top right of **Genes** section, you will find a box for “View/Add review comment”:



The screenshot shows the "Genes" section. At the top right, there are three buttons: a checkmark, a comment icon, and a red "View/Add review comment" button. Below the buttons is an "Add Gene" button. Below that are "collapse rows" and "expand rows" buttons. A table lists genes with the following data:

Gene Name	Biological Activity	Source of Gene (species)	Promoter	Action
gfp	fluorescent	a victoria		[Comment Icon] [Delete Icon]

Click that box to open the list of comments for that particular section:

Comments

Filter by status: All

collapse rows | expand rows

#	Revision	Created by	Date	Section/Field	Action
1	#1.1	ENDAH SULISTIJO	03/29/2021 4:10 PM	Genes	

Status: Open
Type: Required Change
Comment: Need to add more genes

Use the (+) button in the “#” column to open the comment and follow the direction for the correction/revision needed.

Using the balloon in the “Action” column, you can summarize the action that you take for that particular comment.

Follow the same steps for all comments. Once the pre-review comments are addressed, click “Review and Submit” at the bottom of the browser to re-submit the IBC registration for Biosafety verification.

SAVE REVIEW AND SUBMIT Check Validations

This will take you to another page, and be sure to “Confirm and Submit” to sent out the IBC registration for a verification for the corrections/revisions.