


# How to Certify an IBC Registration

- This tutorial is for Principal Investigators.
- In this tutorial, you will learn how to certify an IBC Registration.

You will receive an email prompting you to certify your IBC registration(s). Navigate to the online IBC website: <https://apps.research.upenn.edu/login>. To login, click on the “Login with PennKey” button and enter your PennKey and password. Two-factor authentication is required.



Part of University of Pennsylvania?

Click "Continue" button to use your Penn username and password to login.

[Login with PennKey](#)

Try to log me in automatically when possible

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[Not part of University of Pennsylvania?](#)

Click here to login

If not the landing page, navigate to the “All My Tasks” page by clicking on the task button (1).  
Click on the task message to enter the registration (2).

1. Click Task Button to navigate to the “All My Tasks” page

2. Click here to access registration

Profile & Settings IBC

### All My Tasks

Filter Search by Task meta-data

Type:  Keyword:  Completed Status:

PI

Tasks → Reset Filters

My Assigned Tasks Following Away Schedule

Type	Action	Message	Due Date	Task Created	
+ IBC	Review	IBC Registration 21-169 Requires PI Certification.		03/03/2021 11:34 AM	

The “Certification Form” section will be at the top of the page. Click the “I Certify this IBC Registration” box (1). Then click the “Submit” button (2). An email will be sent to the assigned Biosafety Officer and the registration will be added to an IBC meeting for review.

The screenshot displays the Penn IBC portal interface. At the top left is the Penn University of Pennsylvania logo. The top right shows a navigation menu with a hamburger icon and a notification bell icon with a '0' badge. Below the logo is a 'Profile & Settings' tab and an 'IBC' tab. The main content area is titled '21-169 : DemoIBC Researcher5 - Trainings & Certification - Cancer cell migration murine model using human ce...'. The 'Certification Form' section is expanded, showing a checkbox labeled 'I Certify this IBC Registration\*' with a yellow checkmark. A red arrow points from the text '1. Click here to certify' to the checkbox. Below the checkbox is a blue 'Submit' button, with a red arrow pointing from the text '2. Click here to submit' to the button. Below the certification form are sections for 'Review Comments', 'Project Information', 'Personnel', and 'NIH Guidelines', each with a dropdown arrow and a red square icon on the right.

Profile & Settings | IBC

Panel shortcuts  
collapse all | expand all

- Certification Form
- Review Comments
- Project Information
- Personnel
- NIH Guidelines
- Material
- Genes
- Genome Editing
- Target Recipients
- Biosafety Containment
- Additional review
- Workflow &

21-169 : DemoIBC Researcher5 - Trainings & Certification - Cancer cell migration murine model using human ce...

^ Certification Form

1. Click here to certify  I Certify this IBC Registration\*

Submit 2. Click here to submit

Review Comments

Project Information

Personnel

NIH Guidelines