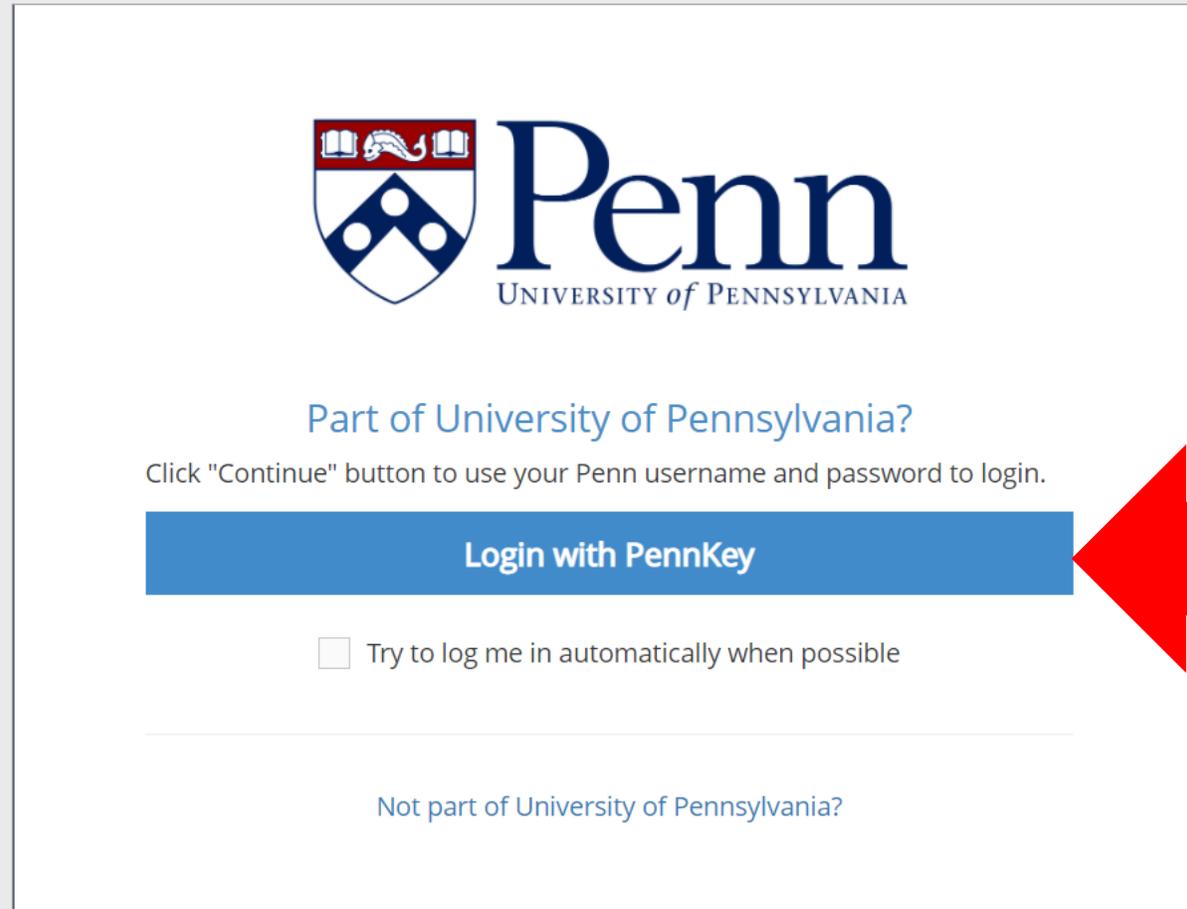# How to Create an Amendment to an Approved IBC Registration in PIERS

This tutorial is for Researchers.

In this tutorial, you will learn:

- How to login to PIERS (Penn IBC Electronic Registration System) (Slide 2)
- How to initiate an amendment to an approved IBC registration (Slide 5)
- How to submit the amendment for pre-review (Slides 7 – 10)
- How to make modifications after pre-review (Slides 11- 13)
- How to certify the amendment (Slides 16 - 17)
- Where to find approval letters (Slide 18)

Navigate to PIERS (Penn IBC Electronic Registration System : https://apps.research.upenn.edu/login. To log in, click on the "Login with PennKey" button and enter your PennKey and password. Two-factor authentication is required.

Click here to login
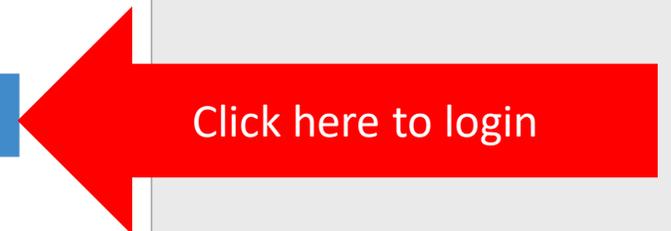
To find your registrations, hover over the "IBC" button (1) and click on the "Search IBC Registrations" button (2).

Scroll down to find your list of IBC registrations. Click on the number (1) OR title (2) of the registration you wish to amend. Registrations must have an "Approved" status to amend them.

To initiate the amendment, click on the "Amend" button in the "Unlock Protocol" box.

Notice that the panel shortcuts (on the left) are now unlocked. You may now make any changes or additions by clicking on the appropriate shortcut or scrolling to the appropriate section.

After making the changes, click on the green "Check Validations" button to confirm that all the required sections have been completed. If a section is incomplete, you will receive an error message prompting you to complete the section.

The amendment has been saved (1). All data field requirements have been met so the amendment is complete. To submit the amendment for pre-review, click the "Review and Submit" button (2). Note that clicking "Save" alone does not submit the amendment for review.

The next page is the IBC Registration Comparison View page. Here you can scroll down to compare the original and new version of the registration. You may continue editing by clicking on the "Continue Editing" button (1) or you can "Confirm and Submit" the amendment by clicking the green button (2).

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≡ 0   🔔 0   Welcome,
DemoIBC Researcher5 ▼

Profile & Settings   **IBC**   COI

Panel shortcuts

collapse all | expand all

ℹ️ Workflow & History

🔒 Target Recipients

🔒 Additional review

🔒 NIH Guidelines

⌂ Home > IBC Registration Comparison View

IBC Registration Comparison View

← Go back to current record

Your changes have been saved but **THIS RECORD HAS NOT YET BEEN SUBMITTED FOR APPROVAL.**
Please review your changes from the previous submitted version, reflected below. If you need to make additional modifications, go back to input those changes before submitting. Otherwise, please confirm your submission.

CONTINUE EDITING   CONFIRM AND SUBMIT

(2) Click here to Confirm and Submit

(1) Click here to continue editing

...se all | expand all

⌃ Workflow & History

Revisions You Are Comparing

The amendment has been saved and submitted for pre-review. The assigned Biosafety Officer will review the changes and either approve the amendment or require modifications.

When pre-review is complete, you will receive an email. Log into PIERS. Access the "All My Tasks" page. If this is not the landing page, access your tasks by clicking the tasks button (1). To access the registration to review the pre-review comments, click on the task message (2).

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1   0   Welcome,
DemoIBC Researcher5

Profile & Settings   IBC   COI

(1) Access tasks here

All My Tasks

Filter Search by Task meta-data

Type:

Filter by Task Type

Keyword:

Completed Status:

Incomplete

PI

Select PI users

(2) Access amendment here

Filter Tasks →   Reset Filters

My Assigned Tasks   Following   Away Schedule

Type	Action	Message	Due Date	Task Created	
➕ IBC	Modifications required	Pre-review for 21-169 has been completed and requires modifications.		06/16/2021 10:42 AM	💬

Click on the "Review Comments" link (1) in the Panel Shortcuts. New comments will be under the #2.1/#2.2 revision. Click on the comment (2) to review it.

Review the comment. Click on the "Section/Field" Link to go to the section and make the change.

Panel shortcuts

collapse all | expand all

- ℹ Review Comments
- Project Information
- Personnel
- NIH Guidelines
- Material
- Genes
- Genome Editing
- Target Recipients
- Biosafety Containment
- Additional review

collapse all | expand all

21-169 : DemoIBC Researcher5 - Pre-review - Cancer cell migration murine model using human ce...

➕ 2	#1.1	SARAH J CAPASSO	03/03/2021 10:59 AM	Personnel
➕ 3	#1.2	SARAH J CAPASSO	03/03/2021 11:00 AM	General
➖ 4	#2.1	SARAH J CAPASSO	06/16/2021 10:32 AM	Target Recipients

Status:	Open
Type:	Required Change
Comment:	Your IACUC protocol indicates that you're also using macaques. Please add macaques to your protocol.

➕ 5	#2.2	SARAH J CAPASSO	06/16/2021 10:42 AM	General

Click here to go to section

SAVE | REVIEW AND SUBMIT | ✔ Check Validations

After making the required changes, click the "Check Validations" button (1). Then, click the "Review and Submit" button (2).

As before, click the "Confirm and Submit" button. The assigned Biosafety Officer will be notified of the changes.

When the pre-review/re-review is approved. The PI will receive an email requesting PI certification. Log into the system and visit the "All My Tasks" page. Click on the task link.

Check the "I Certify this IBC Registration" box (1). Click "Submit" (2). Click "OK" (3).

stage-upenn.novelution.com says

Please confirm you want to submit this form - this cannot be undone.

(3) Click OK → OK   Cancel

Welcome,
DemoIBC Researcher5

Profile & Settings | **IBC** | COI

Panel shortcuts

collapse all | expand all

Certification Form

ℹ Review Comments

🔒 Project Information

🔒 Personnel

🔒 NIH Guidelines

🔒 Material

🔒 Genes

🔒 Genome Editing

🔒 Target Recipients

🔒 Biosafety Containment

🔒 Additional review

🔒 Additional

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

collapse all | expand all

∧ Certification Form

(1) Check box → ☑   I Certify this IBC Registration*

Submit ← **(2) Click Submit**

▾ Review Comments

▾ Project Information

▾ Personnel

▾ NIH Guidelines

The PI will receive an amendment approval letter. The approval letter may also be found under the IBC Communications section in the registration. Click on the IBC Communications link (1) in the Panel shortcuts. Click on the "eye" button (2) to view an approval letter.