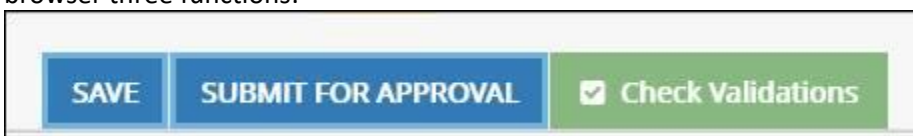


## ADDITIONAL INFORMATION WHEN CREATING AND COMPLETING ONLINE IBC REGISTRATION

1. In the Project Information, you can identify a Biosafety Officer whom you prefer to be the primary contact for questions or concerns about the IBC registrations. If you do not have a preference, the field "IBC Biosafety Officer" can be left blank. For experiments that are not classified as Human Gene Transfer experiments, the following Biosafety Officers are available to assist:
  - a. Dr. Sarah Capasso ([sarahcap@ehrs.upenn.edu](mailto:sarahcap@ehrs.upenn.edu))
  - b. Marie-Luise Faber ([mlfaber@ehrs.upenn.edu](mailto:mlfaber@ehrs.upenn.edu))
  - c. Dr. Elizabeth Littauer ([littauer@ehrs.upenn.edu](mailto:littauer@ehrs.upenn.edu))
  - d. Dr. Endah Sulistijo ([endahsu@ehrs.upenn.edu](mailto:endahsu@ehrs.upenn.edu))

2. When completing the online IBC registration form, you will find at the bottom of the bottom of the browser three functions:



Use the "Save" button often to save the information entered, so that they are not lost in a case the browser is accidentally closed.

Use the "Check validations" button to identify sections in the registration that still need to be completed.

When all information has been entered, use the "Submit for approval" button to submit the registration for the next step in the Workflow, which is "Pre-review"

3. Personnel training status will be specified in the "Personnel" section. For the IBC registration to be approved, all personnel will need to maintain a current status for the *Recombinant or Synthetic Nucleic Acid Guidelines*. These can be completed online through KnowledgeLink (<http://knowledgelink.upenn.edu/>)
4. When adding personnel to the list, there may be occasions where you cannot find them with the search function. Be advised that Penn-affiliated personnel who do not have a research affiliation are not imported into the system and cannot be found by the online IBC registration system. Typically, these are graduate students, and can also be undergraduate students and temporary staff. To add them to the system:
  - a. Contact your school's IT staff who support PennCommunity, the university database with people and affiliation data (a.k.a. "PCOM")
  - b. Ask them to provide instructions on how to add research affiliation to the lab members
  - c. Add the person to the IBC registration after the affiliation has been changed
5. In lieu of signature, the PI will now need to certify the registration. This is done directly on the online IBC registration form and after all issues/concerns that are identified during Pre-review are resolved.