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.
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).
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.