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.
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.

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>PI/Co-PI</th>
<th>Title</th>
<th>Stage</th>
<th>Status</th>
<th>Submission Date</th>
<th>Registration Involves</th>
<th>Meeting</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-169</td>
<td>DemoIBC Researcher5</td>
<td>Cancer cell migration murine model using human cells modified with lentiviral vectors</td>
<td>New Registration</td>
<td>Approved</td>
<td>03/01/2021 4:56 PM</td>
<td>Generating and/or Using rRNA Materials</td>
<td>07/15/2020 12:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
To initiate the amendment, click on the orange “Initiate Amendment” button.
Notice that the panel shortcuts (on the left) are now unlocked. You may now make any changes or additions.
After making the changes, click on the green “Check Validations” button to confirm that all the required sections have been completed.
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 “Submit For Approval” button (2). Note that clicking “Save” alone does not submit the amendment for review.

(1) Amendment is saved and complete

(2) Click here to submit
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).
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).
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.
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).
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.