

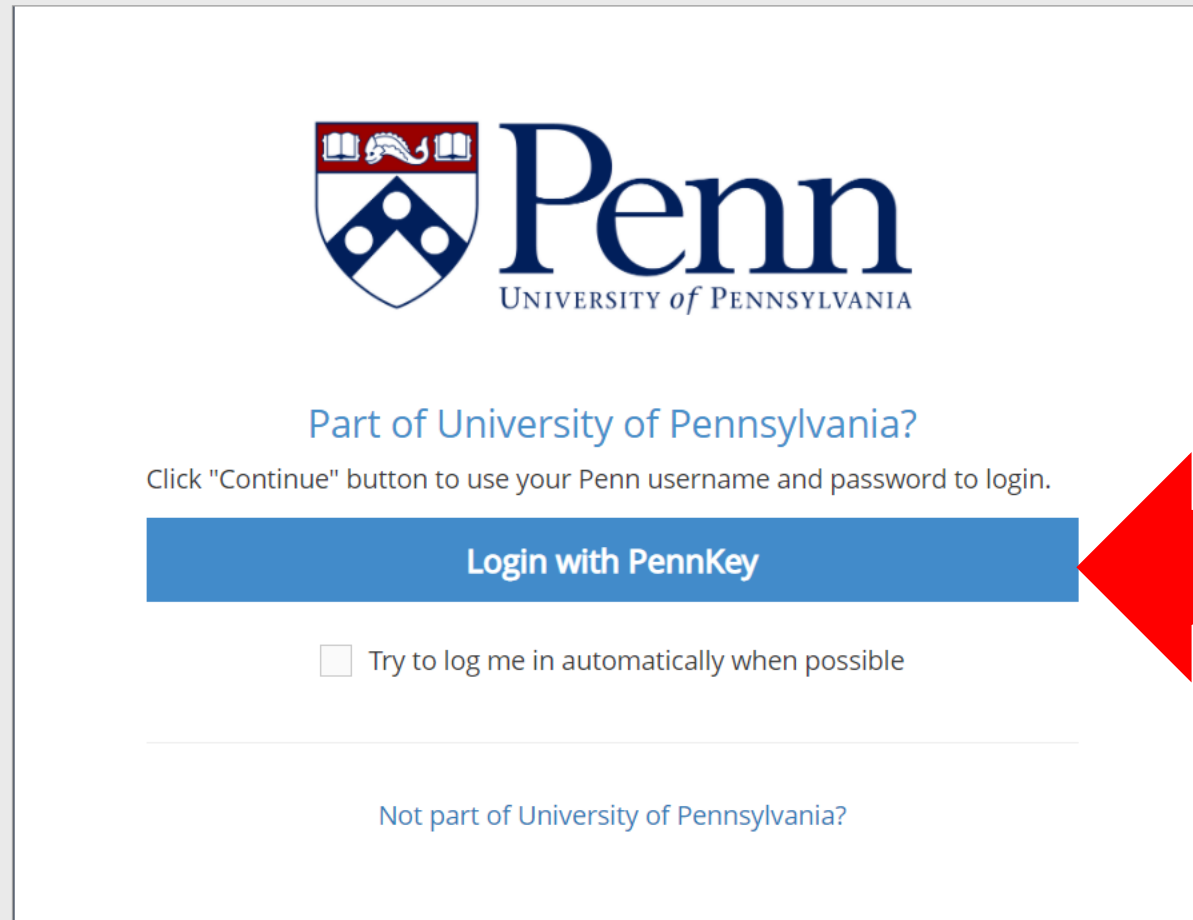
How to Create an Amendment to an Approved IBC Registration in PIERS

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.



The screenshot shows the University of Pennsylvania login interface. At the top is the Penn logo, which includes the university's crest and the text "Penn UNIVERSITY of PENNSYLVANIA". Below the logo, the text "Part of University of Pennsylvania?" is displayed in blue. Underneath this is the instruction "Click 'Continue' button to use your Penn username and password to login." A prominent blue button labeled "Login with PennKey" is centered on the page. Below the button is a checkbox with the text "Try to log me in automatically when possible". At the bottom of the form area, there is a link that says "Not part of University of Pennsylvania?".



To find your registrations, hover over the “IBC” button (1) and click on the “Search IBC Registrations” button (2).

The screenshot shows the top navigation bar of the Penn University of Pennsylvania IBC system. The user is logged in as "DemoIBC Researcher5". The "IBC" button is highlighted with a red arrow and labeled "(1) Hover over here". A dropdown menu is open, showing options: "IBC Tasks", "Search IBC Registrations", "IBC New Registration", and "IBC Meeting Dashboard". The "Search IBC Registrations" option is highlighted with a red arrow and labeled "(2) Click here". Below the dropdown, there are input fields for "Keyword:" and "Completed Status:" (set to "Incomplete"). At the bottom of the navigation area, there are "Filter Tasks" and "Reset Filters" buttons. Below this is a section for "My Assigned Tasks" with tabs for "Following" and "Away Schedule". A table header is visible with columns: "Type", "Action", "Message", "Due Date", and "Task Created".

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.

Filter IBC Registrations

PI/Co-PI: Start typing...
Latest Status: Select
Submission Date Range: [] To []
IBC Biosafety Officer: Start typing...
 Biosafety Officer Unassigned

Search → Reset Filters

Search Results Download CSV

Registration Number	PI Name	Title	Stage	Status	Submission Date	Registration Involves	Meeting	Expiration	
21-169	DemoIBC Researcher5	Cancer cell migration murine model using human cells modified with lentiviral vectors	New Registration	Approved	03/01/2021 4:56 PM	Generating and/or Using rsNA Materials	07/15/2020 12:00 AM		

(1) Click here

(2) OR Click here

To initiate the amendment, click on the orange “Initiate Amendment” button.

The screenshot shows the Penn University of Pennsylvania IBC system interface. The top navigation bar includes the Penn logo, a menu icon with a '0' notification, a bell icon with a '0' notification, and a user profile for 'DemoIBC Researcher5'. The main content area is titled '21-169 : DemoIBC Researcher5 Approved - Cancer cell migration murine model using human ce...'. Below the title, there are three buttons: 'Initiate Amendment' (orange), 'Copy This Registration' (orange), and a purple button with a cloud icon. A red arrow points to the 'Initiate Amendment' button with the text 'Click here'. Below the buttons, there is a 'Review Comments' section with filters for 'Filter by section' (Set to 'Select one') and 'Filter by status' (Set to 'All'). At the bottom, there is a table with columns: '#', 'Revision', 'Created by', 'Date', 'Section/Field', and 'Action'.

Panel shortcuts
collapse all | expand all

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

Home > IBC > Edit IBC P...

Initiate Amendment Copy This Registration

collapse all | expand all

Review Comments

Filter by section Select one

Filter by status All

collapse rows | expand rows

#	Revision	Created by	Date	Section/Field	Action
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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.

The screenshot displays the Penn IBC web interface. At the top left is the Penn University of Pennsylvania logo. The top right shows a navigation bar with a hamburger menu (0), a notification bell (0), and a user greeting: "Welcome, DemoIBC Researcher5". Below the logo are tabs for "Profile & Settings", "IBC", and "COI".

The left sidebar, titled "Panel shortcuts", contains a list of navigation options: "Review Comments", "Project Information", "Personnel", "NIH Guidelines", "Material", "Genes", "Genome Editing", "Target Recipients", "Biosafety Containment", and "Additional review". This sidebar is highlighted with a red rounded rectangle. Below the list are "collapse all" and "expand all" links.

The main content area shows a breadcrumb trail: "Home > IBC > Edit IBC Registration". Below this is a purple box with a download icon. A section titled "Review Comments" is expanded, showing two filter dropdowns: "Filter by section" (set to "Select one") and "Filter by status" (set to "All"). At the bottom of this section are "collapse rows" and "expand rows" controls.

At the bottom of the page are three buttons: "SAVE", "REVIEW AND SUBMIT", and "Check Validations".

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 screenshot shows the University of Pennsylvania IBC system interface. At the top left is the Penn logo. The top right shows a user profile for 'DemoIBC Researcher5' with notification icons. The main navigation bar includes 'Profile & Settings', 'IBC', and 'COI'. A left sidebar lists 'Panel shortcuts' such as 'Review Comments', 'Project Information', 'Personnel', 'NIH Guidelines', 'Material', 'Genes', 'Genome Editing', 'Target Recipients', 'Biosafety Containment', and 'Additional review'. The main content area displays a form for '21-169 : DemoIBC Researcher5 - Amendment Submission - Cancer cell migration murine model using human ce...'. The form includes fields for 'Type of Animal (include species and strain if mouse)*' (mouse NSG, Rat, Pig), 'Name and Species of Cells*' (A549 (human)), and a radio button selection for 'Will privately owned (client-owned) animals be used?' (Yes/No). Below these are four unchecked checkboxes: 'Microorganism', 'Modified Microorganism into Animals', 'Modified Microorganism into Cell', and 'Human Gene Transfer'. At the bottom, there are three buttons: 'SAVE', 'REVIEW AND SUBMIT', and 'Check Validations'. A large red arrow points from the text 'Click here to validate completion' to the 'Check Validations' button.

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 screenshot shows the University of Pennsylvania IBC (Institutional Biosafety Committee) web interface. At the top left is the Penn logo. The top right shows a user profile for 'DemoIBC Researcher5' with a welcome message and notification icons. The main navigation bar includes 'Profile & Settings', 'IBC', and 'COI'. A left sidebar contains 'Panel shortcuts' with options like 'Review Comments', 'Project Information', 'Personnel', etc. The main content area displays a confirmation message: 'Application saved: 06/15/2021 4:42 PM' and 'All data field validation requirements are currently being met.' Below this is a section for 'Review Comments' with a 'collapse all | expand all' link. At the bottom, there are three buttons: 'SAVE', 'REVIEW AND SUBMIT', and 'Check Validations'. Two red arrows point to the confirmation message and the 'REVIEW AND SUBMIT' button.

Profile & Settings | IBC | COI

Panel shortcuts
collapse all | expand all

- 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 - Amendment Submission - Cancer cell migration murine model using human ce...

Home > IBC > Edit IBC Registration

Application saved: 06/15/2021 4:42 PM
All data field validation requirements are currently being met.

collapse all | expand all

Review Comments

SAVE REVIEW AND SUBMIT Check Validations

(1) Amendment is saved and complete

(2) Click here to review and 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 screenshot shows the University of Pennsylvania's IBC Registration Comparison View page. The top navigation bar includes the Penn logo, a hamburger menu with 0 items, a notification bell with 0 notifications, and a user profile for 'DemoIBC Researcher5'. The main navigation tabs are 'Profile & Settings', 'IBC', and 'COI'. The breadcrumb trail is 'Home > IBC Registration Comparison View'. The page title is 'IBC Registration Comparison View'. A blue button labeled 'Go back to current record' is visible. A light blue warning box contains the text: '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.' Below this box are two buttons: 'CONTINUE EDITING' (blue) and 'CONFIRM AND SUBMIT' (green). A red arrow labeled '(1) Click here to continue editing' points to the 'CONTINUE EDITING' button. Another red arrow labeled '(2) Click here to Confirm and Submit' points to the 'CONFIRM AND SUBMIT' button. The left sidebar shows 'Panel shortcuts' with options: 'Workflow & History', 'Target Recipients', 'Additional review', and 'NIH Guidelines'. The bottom section is titled '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.



Panel shortcuts

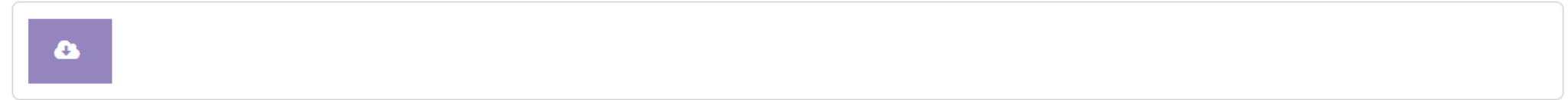
collapse all | expand all

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

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

Home > IBC > Edit IBC Registration

✓ Application saved and submitted for approval: 06/15/2021 4:50 PM



collapse all | expand all

Review Comments

Filter by section

Filter by status

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).



Profile & Settings

IBC

COI



Welcome, DemoIBC Researcher5

(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

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	

(2) Access amendment here

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.

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Profile & Settings | IBC | COI






Welcome, DemoIBC Researcher5

Panel shortcuts
collapse all | expand all

- 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...

#	Revision	Created By	Date	Section/Field	Action
+ 1	#1.1	SARAH J CAPASSO	03/03/2021 10:52 AM	Project Information	
+ 2	#1.2	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	
+ 5	#2.2	SARAH J CAPASSO	06/16/2021 10:42 AM	General	

SAVE REVIEW AND SUBMIT Check Validations

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

The screenshot shows the University of Pennsylvania IBC system interface. At the top left is the Penn logo. The top right shows a user profile for 'DemoIBC Researcher5' with notification counts (1, 0). The main content area displays a review comment for project '21-169 : DemoIBC Researcher5 - Pre-review - Cancer cell migration murine model using human ce...'. The comment details are:

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

Below the comment is a table of review items:

Count	Section/Field	Reviewer	Date/Time	Category	Action
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	
5	#2.2	SARAH J CAPASSO	06/16/2021 10:42 AM	General	

A red arrow points from the text 'Click here to go to section' to the 'Target Recipients' link in the table. The bottom of the interface has buttons for 'SAVE', 'REVIEW AND SUBMIT', and 'Check Validations'.

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

Penn
UNIVERSITY of PENNSYLVANIA

Profile & Settings | **IBC** | COI

Welcome, DemoIBC Researcher5

Panel shortcuts
collapse all | expand all

- 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...

Animal

Cells

Modified Cells into Animals

Type of Animal (include species and strain if mouse)*

Name and Species of Cells*

Will privately owned (client-owned) animals be used?* Yes No

SAVE **REVIEW AND SUBMIT** Check Validations

(2) Click to Review and Submit

(1) Click to Check Validations

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

The screenshot shows the University of Pennsylvania (Penn) IBC Registration Comparison View. The top navigation bar includes the Penn logo, a menu icon with a notification count of 1, a bell icon with a notification count of 0, and a user greeting: "Welcome, DemoIBC Researcher5". The main navigation tabs are "Profile & Settings", "IBC", and "COI". The left sidebar, titled "Panel shortcuts", lists "Workflow & History", "Target Recipients", "Additional review", and "NIH Guidelines". The main content area is titled "IBC Registration Comparison View" and contains a "Go back to current record" button. A light blue informational box states: "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." Below this box are two buttons: "CONTINUE EDITING" and "CONFIRM AND SUBMIT". A large red arrow points to the "CONFIRM AND SUBMIT" button with the text "Click here to submit". Below the buttons is another "collapse all | expand all" link and a section titled "Workflow & History" with a sub-section "Revisions You Are Comparing".

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.



All My Tasks

Filter Search by Task meta-data

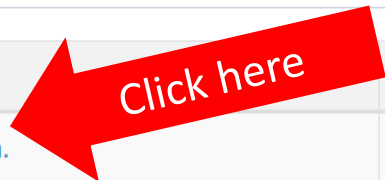
Type: Keyword: Completed Status:

PI

Filter 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.		06/16/2021 1:23 PM	



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

The screenshot displays a web application interface for a certification form. The top navigation bar includes the University of Pennsylvania logo and the text "Welcome, DemoIBC Researcher5". The main content area is titled "21-169 : DemoIBC Researcher5 - Trainings & Certification - Cancer cell migration murine model using human ce...". A "Certification Form" section contains a checkbox labeled "I Certify this IBC Registration*" which is checked. A blue "Submit" button is located below the checkbox. A red arrow labeled "(1) Check box" points to the checked checkbox. Another red arrow labeled "(2) Click Submit" points to the "Submit" button. A confirmation dialog box is open, displaying the text "stage-upenn.novelution.com says Please confirm you want to submit this form - this cannot be undone." and two buttons: "OK" and "Cancel". A red arrow labeled "(3) Click OK" points to the "OK" button. The left sidebar contains a "Panel shortcuts" section with a list of items: Certification Form, Review Comments, Project Information, Personnel, NIH Guidelines, Material, Genes, Genome Editing, Target Recipients, Biosafety Containment, Additional review, and Additional.

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.

The screenshot shows the Penn University of Pennsylvania IBC interface. At the top, there is a header with the Penn logo, navigation tabs for Profile & Settings, IBC, and COI, and a user profile for DemoIBC Researcher5. A left sidebar contains a list of navigation items, with 'IBC Communications' highlighted. The main content area displays a dropdown menu for '21-169 : DemoIBC Researcher5 - Approved - Cancer cell migration murine model using human ce...'. Below this is an 'IBC Communications' section with a table of messages. A red arrow points to the 'eye' icon in the 'Action' column of the table. Below the table is a 'Workflow & History' section with a 'Compare' button and dropdown menus for 'Revision #2.2' and 'Revision #2.1'. Another red arrow points to the 'IBC Communications' link in the sidebar.

Date/Time Sent	Sender	Subject Line	Action
06/16/2021 1:24 PM	SARAH J CAPASSO	Recombinant & Synthetic Nucleic Acid Registration Approval	
06/16/2021 1:52 PM	SARAH J CAPASSO	Recombinant & Synthetic Nucleic Acid Registration Approval	

Workflow & History

0 Different Revisions to Compare

Revision #2.2 | Revision #2.1 | Compare