

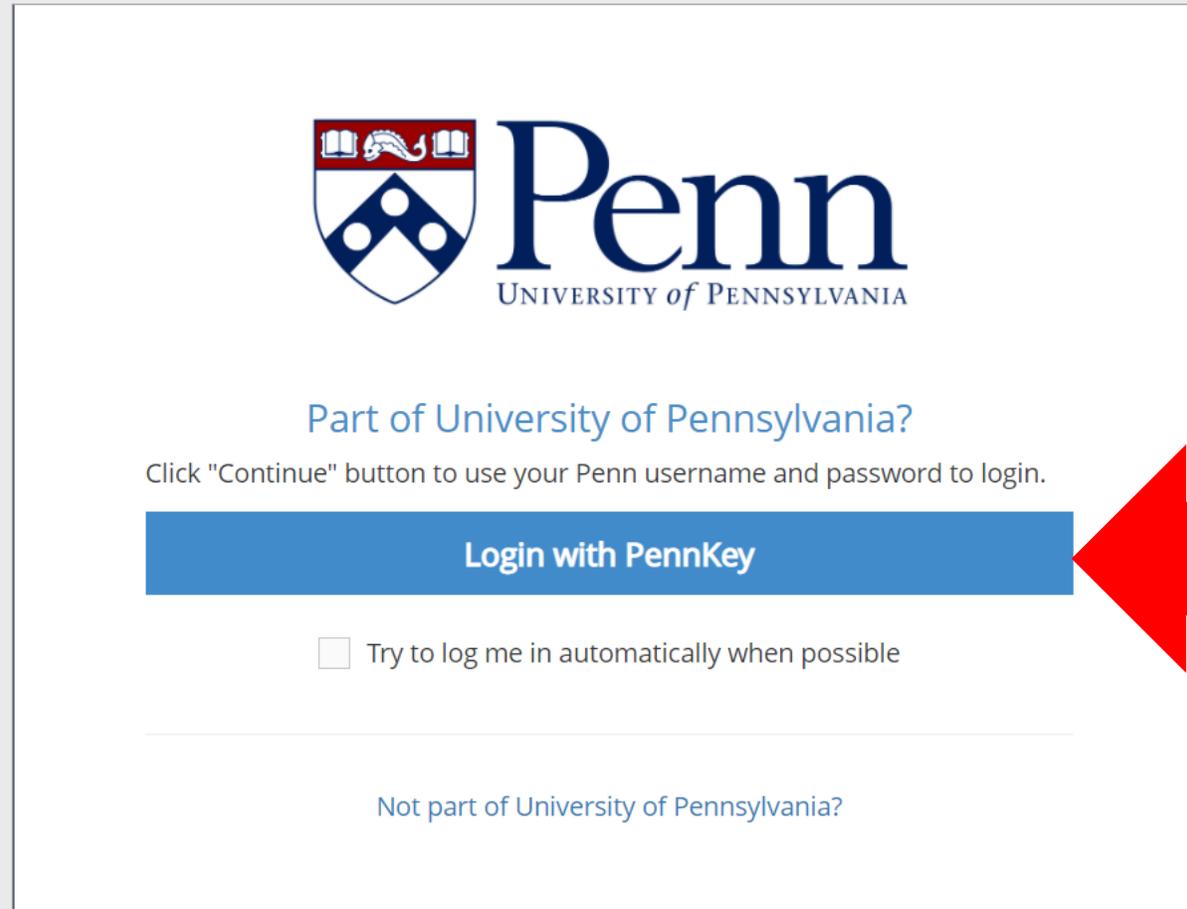
How to Create an Amendment to an Approved IBC Registration in PIERS

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.



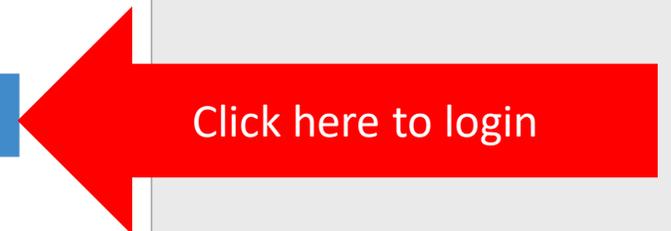
 **Penn**
UNIVERSITY of PENNSYLVANIA

Part of University of Pennsylvania?
Click "Continue" button to use your Penn username and password to login.

Login with PennKey

Try to log me in automatically when possible

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 displays the top navigation bar of the Penn University of Pennsylvania IBC system. On the left, the 'Profile & Settings' menu is open, with the 'IBC' button highlighted. A red arrow labeled '(1) Hover over here' points to the 'IBC' button. Below it, a dropdown menu is visible, with the 'Search IBC Registrations' option highlighted. A second red arrow labeled '(2) Click here' points to this option. To the right of the dropdown, there is a search area with a 'Keyword:' input field and a 'Completed Status:' dropdown menu set to 'Incomplete'. Below the search area are two buttons: 'Filter Tasks' and 'Reset Filters'. At the bottom of the page, there is a section for 'My Assigned Tasks' with tabs for 'Following' and 'Away Schedule'. Below this is a table header with columns: 'Type', 'Action', 'Message', 'Due Date', and 'Task Created'. The footer of the page reads 'powered by Novelution Research Management System (v.21.10)'.

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 “Amend” button in the “Unlock Protocol” box.

The screenshot displays the Penn IBC system interface. At the top left is the Penn University of Pennsylvania logo. The top right shows a user profile for 'DemoIBC Researcher5' with a welcome message and notification icons. Below the header, there are navigation tabs for 'Profile & Settings', 'IBC', and 'COI'. The main content area shows a registration entry for '21-169 : DemoIBC Researcher5 - Approved - Cancer cell migration murine model using human ce...'. A breadcrumb trail indicates 'Home > IBC > Edit IBC Registration'. Three action cards are visible: 'Renew registration' with a 'Renew' button, 'Initiate Closure' with an 'Initiate Closure' button, and 'Unlock Protocol' with an 'Amend' button. A large red arrow points to the 'Amend' button with the text 'Click here'. Below these cards is a 'Review Comments' section with filter options for 'Filter by section' (set to 'Select one') and 'Filter by status' (set to 'All'). At the bottom, there is a table with columns for '#', '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

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

Home > IBC > Edit IBC Registration

Renew registration
Create a 3-Year renewal for this registration. [Renew](#)

Initiate Closure
Submit a request to close this registration. [Initiate Closure](#)

Unlock Protocol
Create a new amendment for this registration. [Amend](#)

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 user profile for 'DemoIBC Researcher5' with a welcome message, a notification bell icon with '0', and a menu icon with '0'. Below the header are navigation tabs for 'Profile & Settings', 'IBC', and 'COI'. The left sidebar contains a 'Panel shortcuts' menu with the following items: 'Review Comments' (highlighted with a red box), 'Project Information', 'Personnel', 'NIH Guidelines', 'Material', 'Genes', 'Genome Editing', 'Target Recipients', 'Biosafety Containment', and 'Additional review'. The main content area shows a breadcrumb trail: 'Home > IBC > Edit IBC Registration'. Below this is a section for '21-169 : DemoIBC Researcher5 - Amendment Submission - Cancer cell migration murine model using human ce...'. A 'collapse all | expand all' link is present. The 'Review Comments' section is expanded, showing a 'Filter by section' dropdown menu set to 'Select one' and a 'Filter by status' dropdown menu set to 'All'. 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 Penn IBC web application interface. At the top left is the University of Pennsylvania 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', 'NIH Guidelines', 'Material', 'Genes', 'Genome Editing', 'Target Recipients', 'Biosafety', 'Containment', and 'Additional review'. The main content area displays an amendment submission 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 displays the Penn IBC system interface. At the top left is the Penn University of Pennsylvania 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 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 shows a breadcrumb trail: 'Home > IBC > Edit IBC Registration'. Below this is a green notification box with two checkmarks: 'Application saved: 06/15/2021 4:42 PM' and 'All data field validation requirements are currently being met.' A red arrow points from this box to the text '(1) Amendment is saved and complete'. Below the notification is a file upload area with a purple icon and a 'collapse all | expand all' link. At the bottom, there are three buttons: 'SAVE', 'REVIEW AND SUBMIT', and 'Check Validations'. A red arrow points from the 'REVIEW AND SUBMIT' button to the text '(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 Penn University of Pennsylvania interface. The top navigation bar includes the Penn logo, a hamburger menu with '0' notifications, and a bell icon with '0' notifications. The user is logged in as 'Welcome, 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 of the page shows the start of a 'Workflow & History' section and the heading '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.

The screenshot displays the University of Pennsylvania IBC (Institutional Biosafety Committee) system interface. At the top left is the Penn University of Pennsylvania 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'. The left sidebar lists 'Panel shortcuts' such as 'Review Comments', 'Project Information', 'Personnel', 'NIH Guidelines', 'Material', 'Genes', 'Genome Editing', 'Target Recipients', 'Biosafety Containment', 'Additional review', and 'Additional documents'. The main content area shows a breadcrumb trail: 'Home > IBC > Edit IBC Registration'. A green confirmation banner states: '✓ Application saved and submitted for approval: 06/15/2021 4:50 PM'. Below this is a 'Review Comments' section with a filter dropdown set to 'Select one'.

Profile & Settings | IBC | COI

Welcome, DemoIBC Researcher5

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: Select one

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

1 0 Welcome, DemoIBC Researcher5

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	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.

The screenshot shows the Penn IBC COI interface. The top navigation bar includes the Penn logo, a hamburger menu with a notification badge (1), a bell icon with a notification badge (0), and the user name 'Welcome, DemoIBC Researcher5'. The main content area is titled '21-169 : DemoIBC Researcher5 - Pre-review - Cancer cell migration murine model using human ce...'. A left sidebar contains 'Panel shortcuts' with a list of items: Review Comments, Project Information, Personnel, NIH Guidelines, Material, Genes, Genome Editing, Target Recipients, Biosafety Containment, and Additional review. A red arrow points to the 'Review Comments' link, labeled '(1) Click here'. Below this, a table lists review comments. A red arrow points to the first comment in the table, labeled '(2) Click here to review comment'. A red box highlights the first two rows of the table.

#	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	

At the bottom of the interface, there are three buttons: 'SAVE', 'REVIEW AND SUBMIT', and 'Check Validations'.

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

 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...

+ 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	
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SAVE REVIEW AND SUBMIT Check Validations

Click here to go to section

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

(2) Click to Review and Submit

(1) Click to Check Validations

SAVE REVIEW AND SUBMIT Check Validations

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

Profile & Settings | IBC | COI

Welcome, DemoIBC Researcher5

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

collapse all | expand all

Workflow & History

Revisions You Are Comparing

Click here to submit

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 shows a "Certification Form" section with a checked checkbox labeled "I Certify this IBC Registration*" and a "Submit" button. A red arrow labeled "(1) Check box" points to the checkbox. Another red arrow labeled "(2) Click Submit" points to the "Submit" button. A third red arrow labeled "(3) Click OK" points to the "OK" button in a confirmation dialog box that appears over the form. The dialog box text reads: "stage-upenn.novelution.com says Please confirm you want to submit this form - this cannot be undone." The left sidebar contains a "Panel shortcuts" menu with items like "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 navigation bar with the Penn logo, a hamburger menu, a notification bell with '0', and a user profile for 'DemoIBC Researcher5'. Below the navigation bar, there are tabs for 'Profile & Settings', 'IBC', and 'COI'. The left sidebar contains a list of menu items: Information, Personnel, NIH Guidelines, Material, Genes, Genome Editing, Target Recipients, Biosafety Containment, Additional review, Additional documents, Registration Events, IBC Communications (highlighted with a red arrow and labeled '(1) Click here'), and Workflow & History. The main content area displays a registration entry for '21-169 : DemoIBC Researcher5 - Approved - Cancer cell migration murine model using human ce...'. Underneath, there 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, labeled '(2) Click here to view approval letters'. Below the table is a 'Workflow & History' section with a 'Compare' button and dropdown menus for 'Revision #2.2' and 'Revision #2.1'.

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	