To create and submit your new IBC protocol:

1. Log in with your UCI net ID at:

https://uci.imedris.net

2. Under Study Assistant, click on Add a new Study.



3. To navigate through the Study Application Form, click on the Save and Continue to the Next Section button in the right upper hand side.

4. When you have finished the Study Application, the system should bring you to the IBC Initial Study Submission Packet form. To navigate through this form, click on the Save and Continue button in the upper right hand corner.

5. Section 2.0 Study Application

The Study Application may already be attached.

If not,

Click the Click here to attach the application button to attach the application.



Click the *Save Attachment* button in the upper right corner of the popup window.

	Attachin	g Stud	8					
•	ء 🌔	Select the application that you would like to attach and then click Save Attachment						
	Select	Show Rev.	Edit/ View	Form Name	Approved	Create a Revised Application		
	Attached			Study Application (Version 1.0)	No			

6. Click the *Save and Continue to the Next Section* button in the right upper hand side.

7. Section 3.0 Study Documents

Click the Add a New Document button in the upper left hand side.

3.0	3.0 Other Study Document(s)										
3.1	3.1 Attach any study documents to include with the initial submission:										
	Exa	mples would inc	clude Vector Infor	mation, BBP exposure control plan, I	ACUC approved protocol, and SOP's etc.						
	C Add a New Document C Add Multiple Documents										
	Detach	h Version	Title		Category	Expiration Date	Document Outcome	Checked Out	View Document		
	No Document(s) have been attached to this form.										

Click the *Browse* button to choose the document to upload and then the *Save Document* button in the bottom right of the popup window.

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Click the Save and Continue to the Next Section button in the right upper hand side.

8. Click the *Signoff and Submit* button in the middle to submit the protocol.

Entire view of the Form	
	Form has been Completed!
	Toll form
	Stonoff and Submit

Review the information and then scroll to the bottom of the page. Click the *Approve* button and then click the *Save Signoff* button to the right. <u>Please click both buttons or your protocol will not be submitted to the IBC Administrator.</u>

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