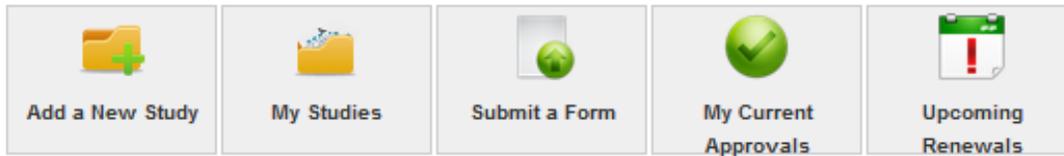


To create and submit your new IBC protocol:

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.

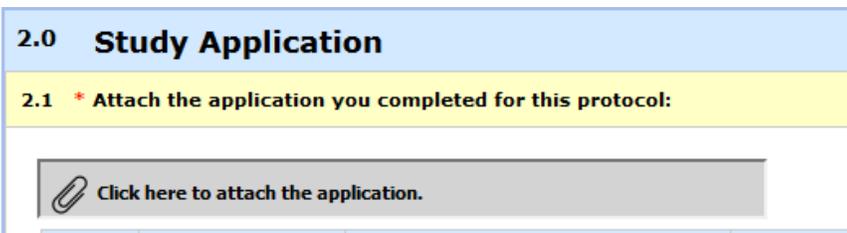
4. When you have finished the Study Application, the system should bring you to the IBC Initial Study Submission Packet form. To navigate through this form, click on the Save and Continue button in the upper right hand corner.

5. Section 2.0 Study Application

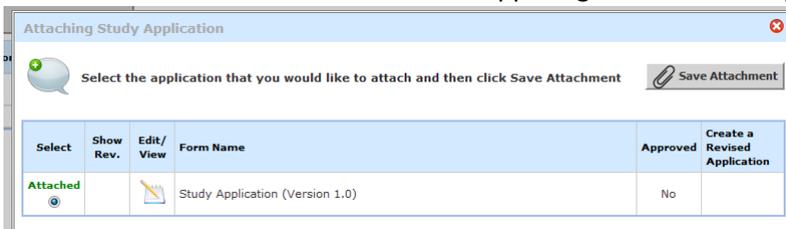
The Study Application may already be attached.

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.



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 Other Study Document(s)

3.1 Attach any study documents to include with the initial submission:
Examples would include Vector Information, BBP exposure control plan, IACUC approved protocol, and SOP's etc.

Detach	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.

Study Document Add:

***Select the document to upload:** No file selected.

***Version Number:** 1 .0

Version Date: 08/27/2016

Category: --none--

Description:

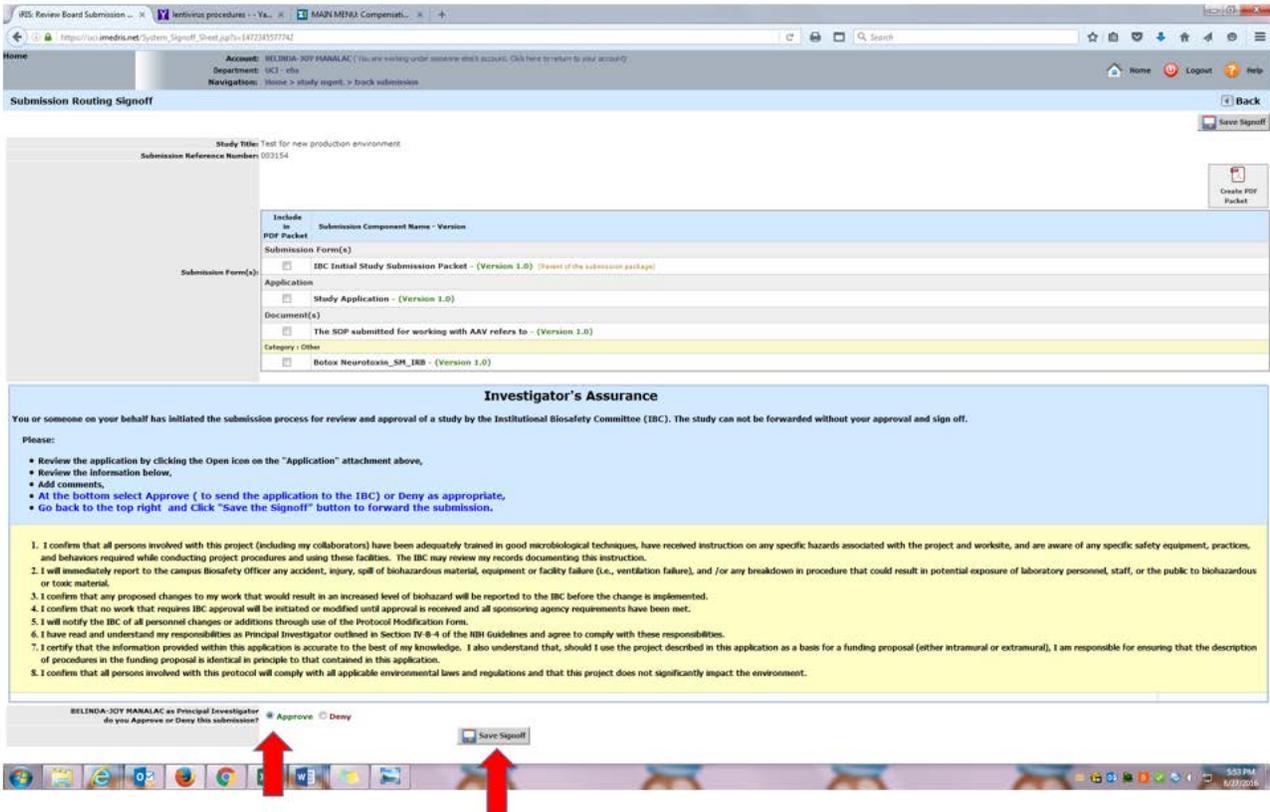
Comments:

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.

Form has been Completed!

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. **Please click both buttons or your protocol will not be submitted to the IBC Administrator.**



You should see a similar screen as below after you have successfully submitted your protocol. If you do not see this screen, please contact the IBC Administrator at ibc@uci.edu or 824-8024.

Workflow - Submission Tracking

Status	View Details	Date Received / Date Completed	Event Description
		08/27/2016 06:01:26 PM PDT	IBC received the submission
		08/27/2016 05:52:29 PM PDT 08/27/2016 06:01:26 PM PDT	BELINDA-JOY MANALAC as Principal Investigator review and apply signoff
		08/27/2016 05:52:08 PM PDT 08/27/2016 06:01:26 PM PDT	Assign Department Personnel for Signoff
	Routing Assignment List	08/27/2016 05:46:33 PM PDT 08/27/2016 05:52:05 PM PDT	IBC Initial Study Submission Packet is waiting to be submitted