

RSS-BIO: Getting Started (Beginning March 1, 2021)

About RSS-BIO

RSS-BIO is the online portal used to manage the Biological Use Authorization (BUA) process.

Getting Started

- Log into <https://app.riskandsafety.com>
- Use **Quick Links** to select “BUA (Biological Use Authorization)” or look in **More Apps** for BIO.

Submitting a Renewal for an approved BUA

- Your previously approved BUA has been migrated over from the iMedRIS system. If you have any questions or issues, please contact ibc@uci.edu.
- Select **Start a Renewal** at the bottom of the page and select **Confirm**.
- If prompted, answer supplemental questions that will solicit new details required by the UCI IBC that EH&S staff couldn't answer or interpret when migrating your BUA details into RSS-BIO.
- The BUA is separated into sections that can be reviewed one at a time. Navigate between the sections using the left navigation menu. Within each section, all questions are required unless specified as optional.
- Choose **Save & Continue** to move to the next section of the BUA.
 - When a section is complete, a green check mark will appear in the left navigation menu
- Review the BUA on the **Review** screen.
- Select **Submit** when the Renewal BUA is completed. (Principal Investigator only)

Creating a BUA

- Select “Begin a Biological Use Authorization”
- Choose an existing group associated or create a new group and choose **Begin**.
- The BUA is separated into sections that are filled out one at a time. Navigate between the sections using the left navigation menu.
- Within each section, all questions are required unless specified as optional.
- Choose **Save & Continue** to move to the next section of the BUA.
 - When a section is complete, a green check mark will appear in the left navigation menu
- Review the BUA on the **Review** screen.
- Select **Submit** when the BUA is completed. (Principal Investigator only)

Amending a BUA

- Select **More Apps** on the left hand side menu and then **Biosafety** to access RSS-BIO and your BUA
- Select **Start Amendment** in the upper right corner of the page and select **Confirm**.
- Review the Project Title and provide the Summary, make any needed changes and click Save & Continue to go to the next section.
- The BUA is separated into sections that can be reviewed one at a time. Navigate between the sections using the left navigation menu. Within each section, all questions are required unless specified as optional.
- Choose **Save & Continue** to move to the next section of the BUA.
 - When a section is complete, a green check mark will appear in the left navigation menu
- Review the BUA on the **Review** screen.
- Select **Submit** when the amendment BUA is completed. (Principal Investigator only)

Add or Remove Personnel

- Select the BUA from **Workspace**.
- Navigate to the **Personnel** section.
- Search for the person to be added and select name.
 - To assign the PI Contact or Designee role which provides the ability to edit the BUA, choose the pencil icon and change role from “Member” to “Contact”.
- Complete the person detail questions.
- Select **Save**.

Print a BUA

- Select the BUA from **Workspace**.
- Navigate to the “Review” section.
- Choose the “Additional Options” menu (three dots) in the upper right and choose **Print Section**.

For more information about RSS-BIO, contact ibc@uci.edu.