### **Annual Review**

Annual Reviews are required for all MUAs that involve non-exempt work with recombinant materials, infectious agents or mammalian cell lines. The IBC system will create the Annual Review when it is due. You will receive an email notifying you that the annual review for your MUA is due.

#### Create MUA

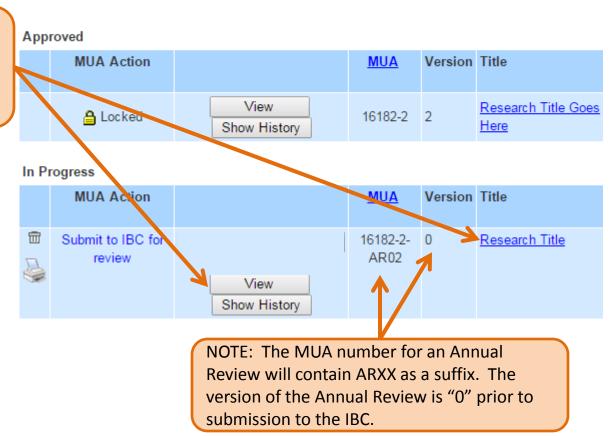
#### Help Topics:

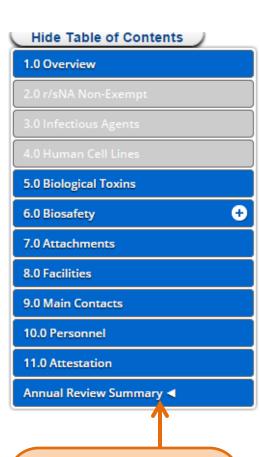
Create MUA || Create 3 Year Renewal || Create Annual Revi

Track Changes for Initial or 3 Year Renewal MUA | Track Changes for Annual Review

Nomenclature | How do I assign MUA data ac

1. To complete the Annual Review, click "View" or click the hyperlinked Title of the MUA.





2. Review your MUA by Navigating through the blue sections on the Table of Contents. After reviewing your MUA, return to the Annual Review Summary Page.



INSTITUTIONAL BIO

Contact IBC || Environmental Health & Safety Report Website Problems Main Menu
Submit Annual Review
Check Application For Errors

ADMINISTRATION:

Assign Data Access Rights

MUA PI: Project Title: Evolutionary
Genetics of Natur...
Status: Annual Review Not
Submitted [ LAPSED ]

Save Save and Proceed

## 1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV-B-7-c-(4). Remain in communication with the Institutional Biosafety Committee throughout the conduct of the project.

Update your MUA's data access rights: Click here to manage the list of people who have access to edit this MUA on this website.

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Save Save and Proceed

## **Annual Review without Changes**

# Upon reviewing your MUA, if you determine your work continues as described in this MUA;

3. Click "Continue. My work continues as described in this MUA with no changes."

Save Save and Proceed

# 1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV-B-7-c-(4). Remain in communication with the Insitutional Biosafety Committee throughout the conduct of the project.

Update your MUA's data access rights: Click here to manage the list of people who have access to edit this MUA on this website.

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.



4. Be sure to update your MUA's data access rights.







ADMINISTRATION:

Report Website Problems

Assign Data Access Rights

6. Click 'Submit Annual Review" to submit to the IBC.

cs of Natur... al Review Not

INSTITUTIONAL BIO

Save

Save and Proceed

## 1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV-B-7-c-(4). Remain in communication with the Insitutional Biosafety Committee throughout the conduct of the project.

Update your MUA's data access rights: Click here to manage the list of people who have access to edit this MUA on this website.

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Save

Save and Proceed

## **Annual Review with Changes**

# Upon reviewing your MUA, if you determine changes are needed to this MUA;

3. Click "Amend. My work has changed, and I would like to amend this MUA."

## 1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV-B-7-c-(4). Remain in communication with the Insitutional Biosafety Committee throughout the conduct of the project.

6. Be sure to update your MUA's data access rights.

Update your MUA's data access rights: Click here to manage the list of people who have access to edit this MUA' on this website.

Indicate the following in relation to your work described in this MUA:

- ontinue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Provide a brief description of the changes you are making to your MUA.

(For example, adding/deleting personnel, facility room change, brief change to research objectives, adding biohazardous agents.)

Reason for amendment here.

4. Provide a brief description of the changes you are making to your MUA in the text box.

5. Click save.

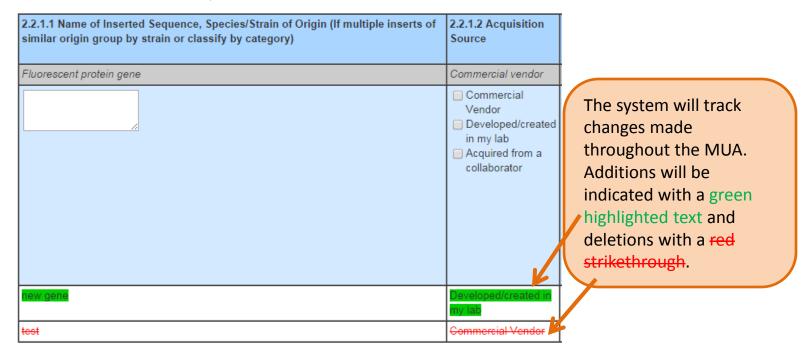


7. Make necessary changes to your MUA based on the changes to your work.

## **Track Changes Features**

#### 2.2.1 Information about Inserted Sequences used in your research

What should I include in this table? | Why does the IBC want to know this?



#### 1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic aci style understandable by an educated layperson.

#### Include:

To view edits

text box you

must "Save"

Changes". A

separate box will appear

displaying

edited text.

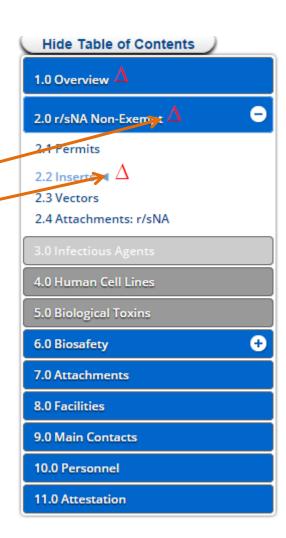
and then click "Show

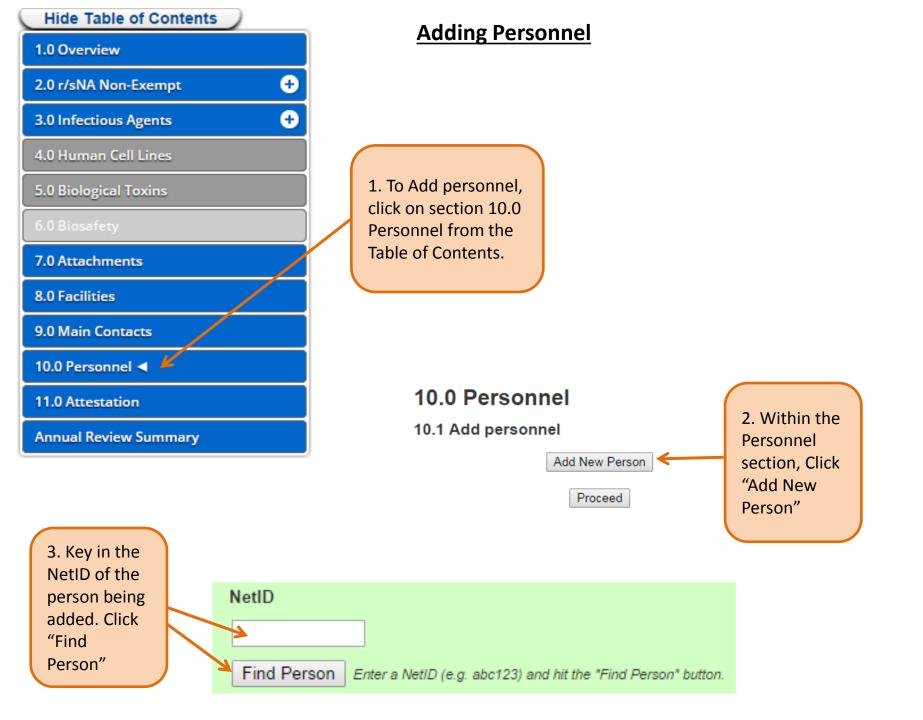
to text in a

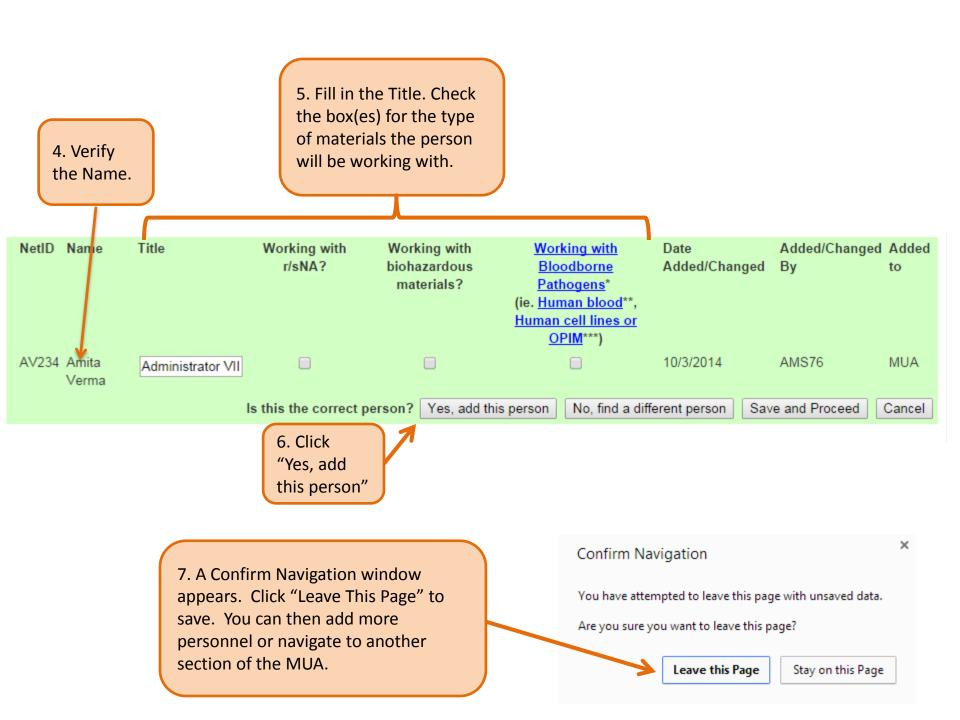
· Specific aims of your research. If your research invo

## · See sample summary. · Overview of experimental methods. The use of research materials with animals. (Limit 1500 words) Research summary goes here The system will track **Show Table of Contents** changes made · Overview of experimental methods. throughout the MUA. The use of research materials with animals Additions will be Show Changes indicated with a green (Limit 1500 words) highlighted text and Research Summary Goes - New Text deletions with a red strikethrough. Hide Changes Research Summary Goes Here New Text

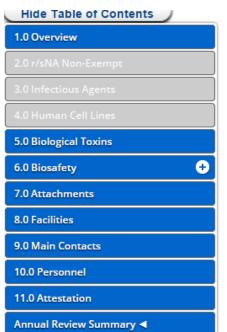
A red delta symbol will be displayed on the table of contents indicating changes made in that section of the MUA.

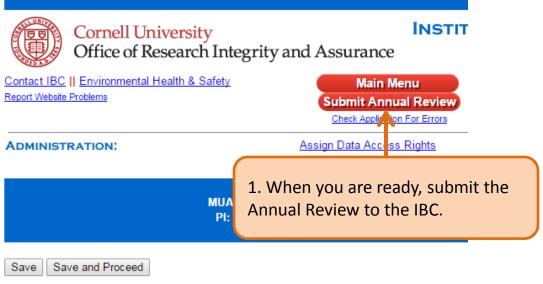






## **Submitting Annual Review**





## 1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV B-7-c-(4).

Remain in communication with the Insitutional Biosafety Committee throughout the conduct of the project.

Update your MUA's data access rights: Click here to manage the list of people who have access to edit this MUA on this website.

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Provide a brief description of the changes you are making to your MUA. (For example, adding/deleting personnel, facility room change, brief change to research objectives, adding biohazardous agents.)

Reason for amendment here.

Are you sure you want to submit this project to the IBC for review?

Please also ensure that all members of this project <u>submit</u> <u>electronic signatures</u>.

Upon submitting this form, an email notification will be sent to both the Principal Investigator and you, the registrant.

Once submitted, your project data will be unchangeable while under review. If the IBC requires revisions, you will be notified and permitted to make changes.

2. As a final step, click "Submit Application". You will receive an email notification confirming successful submission.

#### In Progress

MUA Action		MUA	Versio
SUBMIT APPLICATION	View	16202-	1
Cancel	Show History	1	

Upon submission to the IBC:

- The status will change to "Annual Review Received by IBC";
- MUA Action shows the record is "Locked" or read-only Mode;
- The MUA Number will display the Annual Review# as XXXXX-X-ARXX;
- The version will increment by 1 (for example, 0 is now version 1).

neib ybics:

Create MUA || Create 3 Year Renewal || Create Annual Review || Amend MUA || Terminate MUA

Track Changes for Initial or 3 Year Renewal MUA || Track Changes for Annual Review or Amendment || Show History Features || MUA and Version Nomenclature || How Love assign MUA data access rights?

#### Approved

✓ Project successfully sub

MUA Action		MUA	Version	Title	1	<u>Pl</u>	Status	Status Date	Expiration
≜ Locked	View Show History	16182-2	2	Researc Here	h Title Goes		Approved/Current	10/30/2014	07/01/2014

#### In Progress

	MUA Action		MUA	Version	Title	<u>PI</u>	<u>Status</u>	Status Date	<u>Expiration</u>
<b></b>	≜ Locked	View Show History	16182-2- AR02	1	Research Title		Annual Review Received by IBC [ LAPSED ]	11/04/2014	