

Quick Reference Guide for eBridge IBC Reader Role

When the Institutional Biosafety Committee (IBC) receives an IBC Safety application for review, the application may include an Animal Use Application (AUA) or human subject submission (PRO) ID number from eBridge. While doing your safety review, you may need to reference information in the AUA or PRO research study. As an IBC Member, you have been assigned the eBridge role **Institutional Biosafety Committee Reader**. This role enables you to access in **“view only”** mode those AUA or PRO studies that have indicated an IBC safety component on their application.

Instructions:

1. After logging in to eBridge, select **My Home** from the upper right area of the screen.
2. From the upper left area of the screen, select the **Institutional Biosafety Committee Reader** role. *Please note: Your account may include several roles and you will not be able to view the relevant studies if you are currently in a different role, such as Study Staff or Proposal Team.*
3. In the center navigation area are two tabs: 1) **Animal Studies** 2) **Human Studies**

The screenshot shows the eBridge user interface for Louis Pasteur. The top navigation bar includes 'Home', 'Committees', 'Animal Submissions', 'Reports', 'Glossary', and 'Help'. The user is logged in as 'Louis Pasteur' with a 'My Home' button and a 'Logoff' link. The 'My Roles' section on the left shows 'Institutional Biosafety Committee - Reader' selected. The main content area displays 'Page for Louis Pasteur' and a 'Welcome to your Personal Folder' message. Below this, there are two tabs: 'Animal Studies' (selected) and 'Human Studies'. A 'Filter by' dropdown menu is set to 'ID' with the value '%2691' entered. The 'Projects' table below shows a single entry: 'AUA00002691' with the name 'AUA for Testing IBC Reader Role', a date of '2/21/2012 2:50 PM', a state of 'RSS Review', and PIs 'Darwin' and 'Charles'. The table has 10 columns and 1 row of data.

4. Select the appropriate tab, in the example above **“Animal Studies”** is selected.
5. To search for a specific study, use the **“Filter by”** field. From the Human Submissions tab, you can filter by ID, Name, State, PI Last Name and PI First Name. From the Animal Submissions tab you can filter by ID, Name, and State.

This close-up screenshot shows the 'Filter by' dropdown menu. The 'Filter by' label is on the left, and the dropdown menu is open, showing the following options: 'ID', 'Name', 'State', 'PI Last Name', and 'PI First Name'. The 'ID' option is currently selected and highlighted in blue. The background shows the 'Animal Studies' and 'Human Studies' tabs and a table with columns for ID, Name, State, PI Last Name, and PI First Name.

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6. A study will NOT be available for viewing if it is in one of the following states. This is important to know because there will be times when you do not find a study that you expect to see. While you won't know in what state that study may be, if you don't find it this may be why.

AUA

Pre-submission
 Copying Modified AUA
 Disapproved
 Withdrawn
 Copying 3 Year deNovo
 Approved – AA only; AUA is viewable
 Expired
 Original Version
 Terminated

PRO

Pre-submission
 Withdrawn
 Denied
 Completed
 Approval Terminated
 Original Version

7. After searching for the Study, click on the link and you will land on the **Study Workspace**. Areas to note while in the Study Workspace:

- a. **Current State** – in the example below, “RSS Review”
- b. **Activities**
 - i. “View Animal Study” – Select to view the SmartForm pages
 - ii. “Print-Friendly AUA” – Select to print the AUA
- c. **Safety Approvals Tab** – this is where the Safety Administrator will upload the approved Safety Application.

Current State

- RSS Review
- View Animal Study
- Print-Friendly AUA
- View Differences

(Pre-Submission)

AUA WORKSPACE

AUA ID: AUA00002691 (New Animal Use Application (AUA))
AUA Title: AUA for Testing IBC Reader Role
Principal Investigator: Charles Darwin
Species: Mouse, Mus musculus
Initial Approval Date:
Proposed 3 Year Renewal Expiration Date:
Contact Person: Charles Darwin
Department / Division: Medicine / Cardiology /
Annual Renewal Expiration Date:
Actual 3 Year Renewal Expiration Date:

History Documents Dept Approvals **Safety Approvals** SmartForm Changes IACUC Reviewer Notes

Pending Safety Approvals:
 ID
 Institutional Biosafety Committee

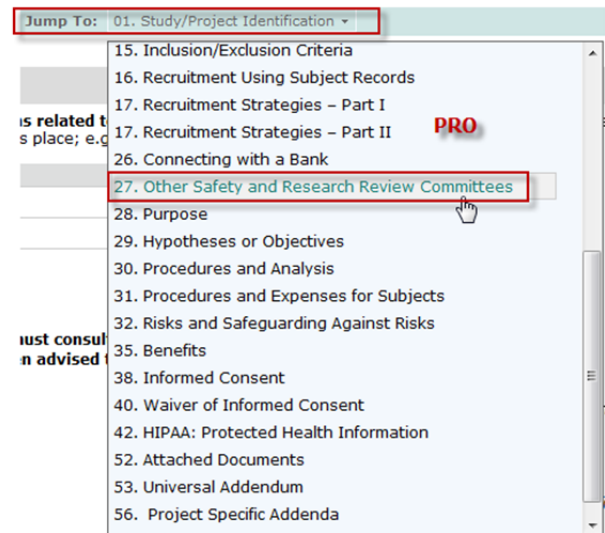
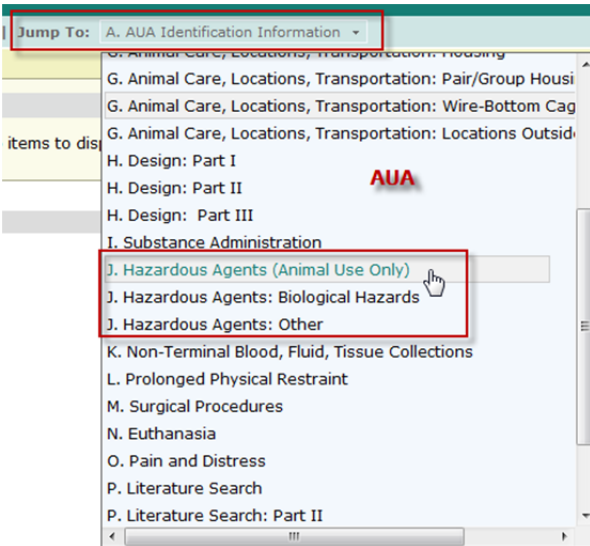
Received Safety Approvals:
 ID
 There are no items to display

Uploaded Safety Approval Documents

Safety Committee	Submission ID	Submission Title	Document(s)	Activity Date	Author
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- To view the SmartForm pages, select **“View Animal Study”**. Navigate to the page/section that contains the information you want to review by using the **“Jump To”** menu.



- You may view any part of an AUA or PRO. Exit when finished, then log out of eBridge.