

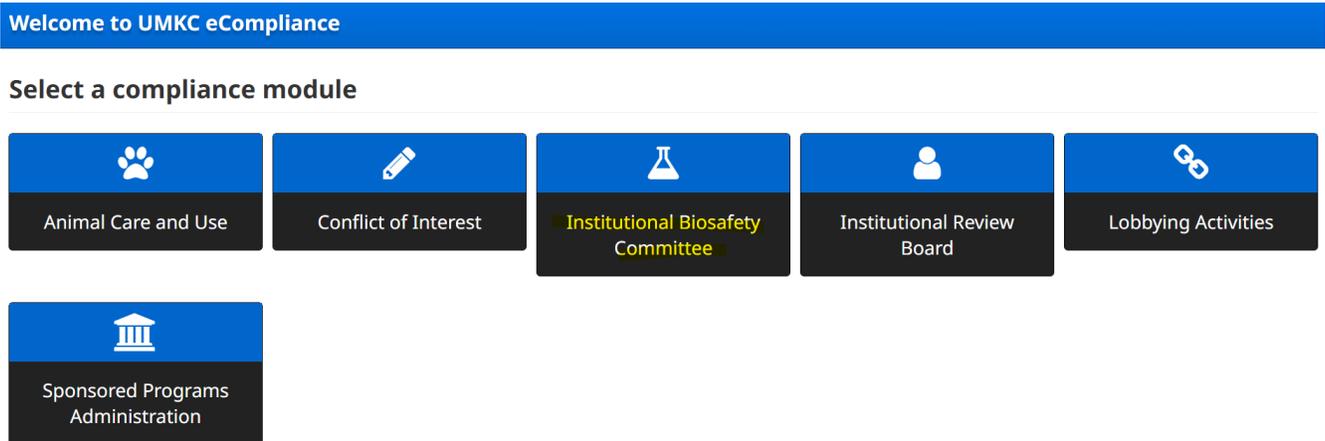


IBC eCompliance Resource Document
eCompliance Link: <https://umkc.ecompliance.umsystem.edu/ibc>
Research Compliance Office
[IBC Website](#)
816-235-5929
umkcibc@umkc.edu

eCompliance Features

Main Page

When you first login to eCompliance you will see a variety of modules options. The image below will look similar to what you will see when you login to the system. This is the home page and lists other compliance modules, such as the IACUC and IRB modules, as well as the Institutional Biosafety Committee module. The IBC module will house all approved protocols as well as protocols that are under review.



IBC Module

Opening the Institutional Biosafety Committee Module will bring you to a page listing all approved protocols and protocols that are under review. You will be able to see the status of each protocol (submitted, under review, returned, approved), title, expiration date, etc. On the right hand of the screen, you will have the option to open the protocol or submit amendments and 3-Year Renewals

You will also be able to submit new protocols from this screen by clicking 'New IBC Protocol Application'. This will begin a new protocol application form to submit to the IBC for review.

+ New IBC Protocol Application

Contact the IBC Office

If you have any questions regarding IBC Protocols please email .

Approved

Protocol number	Type	Historical number	Status	Title	Created at	Expiration date	VA	
[REDACTED]	Application	[REDACTED]	Approved	[REDACTED]	09/10/2024	02/01/2025	No	View Attachments Amend Renew
[REDACTED]	Application	[REDACTED]	Approved	[REDACTED]	09/23/2024	08/02/2025	No	View Attachments Amend
[REDACTED]	Application	[REDACTED]	Approved	[REDACTED]	10/21/2024	08/02/2025	No	View Attachments Amend

Clicking on 'View' next to a protocol will open the protocol file. You will also be able to submit amendments and 3-Year Renewals as well as print the approved version of the protocol. When you choose to begin an amendment or a 3-Year Renewal the protocol application will appear with copied responses from the approved protocol in each question. This will allow you to change any language necessary for the amendment or renewal without needing to complete a brand new application.

When an amendment is submitted the IBC will be able to see any changes made during their review. Any added text will be highlighted in green, and any removed language will be highlighted in red and allows for easier reviews.

When a renewal is submitted the protocol will ask for the Historical Protocol Number, this is where you should reference the previous protocol number. The protocol numbers in eCompliance will be different than the protocol numbers given to each protocol during the paper form review system and it is recommended to reference the eCompliance protocol number.

Protocol [REDACTED]

Home / IBC / Protocols / Protocol [REDACTED] / Overview

[Amend](#) [Renew](#) [Print](#)

Protocol number	[REDACTED]
Historical number	[REDACTED]
Status	Approved

1. Section 1: Protocol Information

1. Project Title
[REDACTED]
2. Previous Protocol Number (if applicable)
[REDACTED]
3. Investigator

Protocol Reviews

Addressing Reviewer Comments

When you submit a protocol for review the protocol will show as submitted in the IBC module. The compliance staff will assign the protocol for review. Once the review has been completed the compliance staff will return the protocol to you to make the requested revisions. You will receive an email notification when the protocol is returned to you that will contain a link that will take you directly to the protocol. You can always access the protocol by logging into eCompliance, opening the IBC module, and clicking 'Edit' next to the protocol if you do not have this link.

Institutional Biosafety Committee

[Home](#) / [IBC](#) / Protocols

[+ New IBC Protocol Application](#)

Contact the IBC Office

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Returned

Protocol number	Type	Historical number	Status	Title	Created at	Expiration date	VA	
[REDACTED]	Application		Returned for modification	[REDACTED]	10/17/2024		No	Edit View Attachments

When you open the returned protocol, you will be taken to an Introduction section showing all reviewer comments. Clicking on any of these will take you directly to the question the comment is referencing. You will also see a red flag next to the question that requires edits with the comment listed directly beneath the question. Clicking on the Introduction tab on the left side of the screen will return you to the overview of reviewer comments.

Institutional Biosafety Committee

[Home](#) / [IBC](#) / [Protocols](#) / Protocol [REDACTED] Application, [REDACTED]

Introduction

Returned for modification
This form has been returned for modifications.

Reviewer comments

See the reviewer comments regarding this form below. You can click on each comment to be taken directly to that question on the form.

Section 2: Location and Personnel Information >
[Research Locations \(including animal/plant locations\)](#)
[REDACTED]

Section 5: Mitigation Assessment > Will a Biological Safety Cabinet be used in this protocol? >
[Enter Cabinet Info](#)
[REDACTED]

Section 5: Mitigation Assessment > Has the PI/agent/building/Room-specific Biohazard sign been posted? To create a biohazard sign
[Date of BSO Inspection](#)
[REDACTED]

[Continue](#)

6. Has the PI/agent/building/Room-specific Biohazard sign been posted?
To create a biohazard sign for your lab(s) please use the following template: [Biological Hazards Signage \(Doc\)](#)

- Yes
- No

A. Date of BSO Inspection

YYYY-MM-DD

Reviewer comments on Date of BSO Inspection

[Redacted]

Once you have addressed all reviewer comments you will need to go to the Submit section and click the 'Submit' button to resubmit the revised protocol for review.

- Introduction
- 1. Section 1: Protocol Information
- 2. Section 2: Location and Personnel Information
- 3. Section 3: Scope of Work
- 4. Section 4: Protocol Risk Assessment
- 5. Section 5: Mitigation Assessment
- 6. Attached files
- 7. Submit

Submit IBC Protocol Application

When you have completed this document you can submit it by clicking Submit below.

Submit

PI & Department Head/Supervisor Signatures

The PI and Supervisor signatures have been transferred to eCompliance but will no longer be listed in the protocol application. These will be sent individually to each PI and Department Head/Supervisor for each protocol by the compliance staff. When these are assigned, you will receive an email notification containing a link to submit the sign-off. You will also be able to access the sign-off in eCompliance by clicking on the notification shown in the Task Box icon in the ribbon at the top of the page. This icon will display a notification if you have been assigned a task or if you have a task that has not yet been completed. Clicking on the icon will show any pending tasks that can be opened by clicking 'Signature form' if you do not have the link from the email notification.



Signing	Sign off type	Created at	Actions
Protocol [Redacted]	PI Assurance	11/13/2024	Signature form

The PI Assurance or Department Head/Supervisor Assurance statement will be listed as well as the associated protocol. Clicking on the blue link listed above your name will allow you to open the protocol for review before providing your assurance. Once you have reviewed the protocol and are ready to submit the assurance either click on the link in the email notification or open the sign-off through the task box, check the box at the bottom of the page, then click 'Submit my decision'. Once you have submitted the assurance the sign-off details will be listed on the left side of the page

Hirt, Melissa Renee - PI Assurance

Protocol

Protocol number
21569

PI Assurance

Please review the following statements and

- I recognize that as the PI it is my responsibility to understand and follow the provisions of the *NIH Guidelines* where appropriate. All regulations are
- I will inform the IBC of any unanticipated

Both signoffs will be requested during IBC review of the protocol and will be required to be submitted before the protocol can be approved.

Protocol Approval

Once your protocol has been reviewed and approved by the IBC you will receive an approval letter issued from eCompliance. The language used in the approval letter will be identical to the letters issued through Outlook but will now be issued through eCompliance.