

# Frequently Asked Questions

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Click on a question below to view the answer details. For any additional questions not covered below, contact the IBC Administrative office at [ibcora@unmc.edu](mailto:ibcora@unmc.edu) or 402-559-6463.

## Do I need to fill out an IBC application?

If your work involves recombinant DNA and/or infectious Risk Groups 2 or 3 agents, you will need an IBC protocol.

An IBC protocol is also required for work involving human gene transfer, toxins of biological origin, and transgenic plants or animals where the genome is altered using recombinant DNA.

For further questions, please contact Dr. [Jenna McKenzie](#).

## How do I submit an IBC application?

The IBC no longer utilizes paper forms. Please complete an electronic application on [RSS](#).

## How do I submit a change to my protocol?

Please submit a Change Request on [RSS](#).

The Change Request button can be found within your application on the upper right hand corner. Using this button will set your application to edit mode.

## How do I complete my annual continuing review?

On [RSS](#), in the IBC protocol, please click on the “Continuing Review” button on the left-hand side of the screen.

Please answer all questions and submit a Change Request (see previous question) if you have indicated that you are making changes to your protocol.

### Why am I unable to submit my application and/or continuing review?

To avoid issues, please only use specific browsers (Mozilla Firefox or Google Chrome) to submit applications.

Once all the red arrows are no longer remaining and the PI signs the application, you may save and submit.

### Why am I unable to access my application?

If the application is locked, someone else may be in it. All personnel must use the “Close Application” button when logging out of a protocol to make it available for others.

**NOTE:** *Do not use the “Complete/Close Protocol” button found on your list of protocols, as this will send a request to terminate the protocol.*

### I accidentally requested to terminate my protocol. What should I do?

Please email the IBC administrative office ([ibcora@unmc.edu](mailto:ibcora@unmc.edu)) and clarify that you do not wish to have your protocol deleted.

To log out of a protocol, please use the “Close Application” button within the application. Do not use the “Complete/Close Protocol” button found on your list of protocols, as this will send a request to terminate the protocol.

### When will my protocol be reviewed?

The IBC meets on the second Thursday of each month. In order for a protocol to be reviewed at a meeting, it must be submitted 10 days prior to the meeting date.

Visit the [Submission Deadlines](#) page for a list of upcoming meeting dates and associated protocol deadlines.

### How can I complete my assigned IBC training?

Your training will appear on Canvas within 48 hours of assignment. If you do not see it after this time, please contact the IBC administrative office ([ibcora@unmc.edu](mailto:ibcora@unmc.edu)).