



# Welcome to Click Institutional Biosafety Committee (IBC) Learning Module – **Access** from outside of the NYU Langone Medical Center

Updated 11/2015

# Welcome to the Research Navigator IBC learning module for users outside of NYULMC

In this module, you will learn how to create and submit a request to conduct research involving:

- recombinant DNA (rDNA),
- infectious agents,
- non-human primate materials (including established cell lines),
- select agent studies conducted at New York University and within the NYU Langone Medical Center.

This request is known as a “registration.” Registrations are reviewed by the New York University Institutional Biosafety Committee. The IBC is responsible for providing review and oversight of these studies to ensure compliance with the [NIH Guidelines](#) and all of the Institution's policies. Registrations are submitted to the IBC through the online [Research Navigator IBC module](#).

# Required training for IBC submissions

Environmental Health and Safety has developed a training course required for anyone submitting or participating in studies registered with the NYULMC IBC including those involving human gene transfer. This course entitled “EH&S – Recombinant DNA: Use and Safe Handling - 2015” is located on iDevelop.

**\*\*\* Washington Square/Dental School Users should contact [Kechia.hester@nyu.edu](mailto:Kechia.hester@nyu.edu) for access to the rDNA training course.**

The NIH’s Office of Biotechnology Affairs (OBA) has issued citations to many institutions for insufficient training of rDNA users on the NIH’s rDNA Guidelines. To satisfy this requirement, training is required **once every three years**.

If you plan to submit a registration to the IBC, you are advised to take this short 10 minute course prior to submission. If you or your study staff have not successfully completed the course at the time of IBC submission, you will be reminded of the requirement prior to IBC approval. Contact [mark.olmsted@nyumc.org](mailto:mark.olmsted@nyumc.org) in Environmental Health & Safety if you have any questions related to the training course.

# Objectives

After reviewing this PowerPoint Presentation, you will be able to:

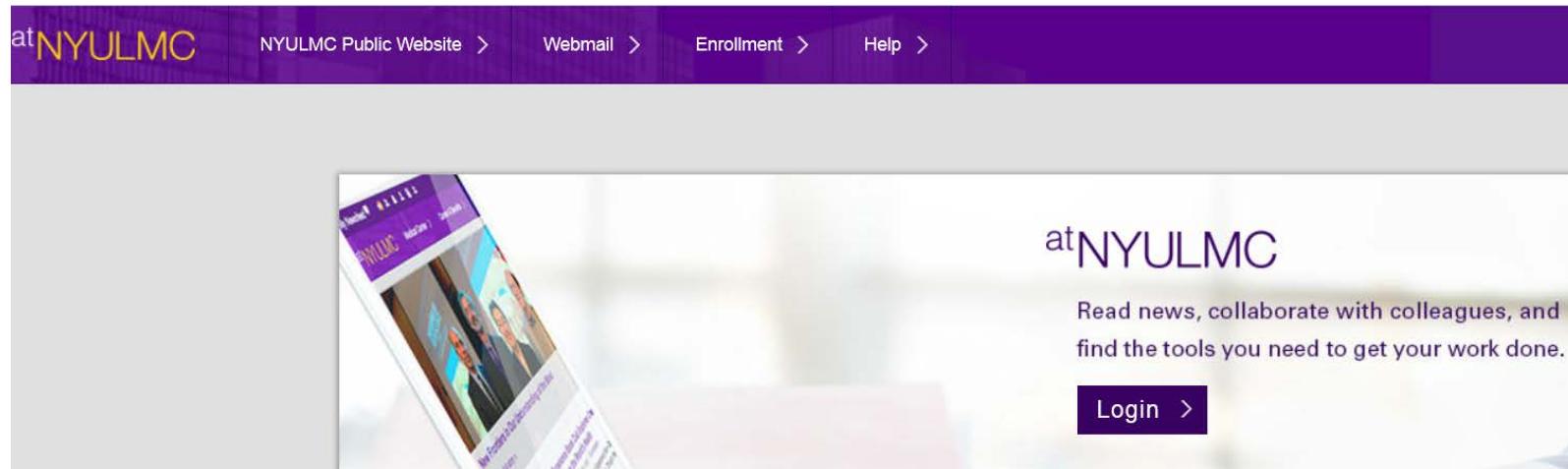
- Request a Kerberos ID (KID)
- Request access to @NYULMC
- Login to Research Navigator IBC via @NYULMC

# Obtaining KID and access

- Research Navigator IBC resides on the NYU Langone Medical Center's intranet
- Access requires an NYU Kerberos ID and access to @NYULMC
- Complete the [Sponsored Individual Kerberos ID Request Form](#) located on the IBC website and submit to [IBC@nyumc.org](mailto:IBC@nyumc.org)
- Once you have obtained a Kerberos ID and access to @NYULMC, the last step is to follow the instructions in the next slides

# Log on to @NYULMC

<http://www.nyuonsitehealth.org/>



at **NYULMC**

NYULMC Public Website > Webmail > Enrollment > Help >

**at NYULMC**

Read news, collaborate with colleagues, and find the tools you need to get your work done.

**Login >**



Log in with your Kerberos ID and password

# Search for Research Navigator

Select the link to the Applications Catalog



## Applications

Applications Catalog

Home > Applications Catalog

### Applications Catalog

Applications A to Z

Research Navigator



Search “Research Navigator”

Select “Launch” to begin using Research Navigator.



## Research Navigator

Research

**Description:** Research Administration Tool Suite

**Keywords:** Click Commerce, Research Navigator, Admin, Grants, Clinical Trials, Protocols, SPA, IRB, IBC, Conflict of Interest, COI, Disclosure, Institutional Review Board, Human subjects, Compliance, Sponsored, NIH, Award, Pre-Award, Post-Award, Institutional Biosafety Committee

Launch

Request

Favorite

# Log on to Research Navigator via @NYULMC

Enter your credentials

Kerberos ID/NetID:

Password:

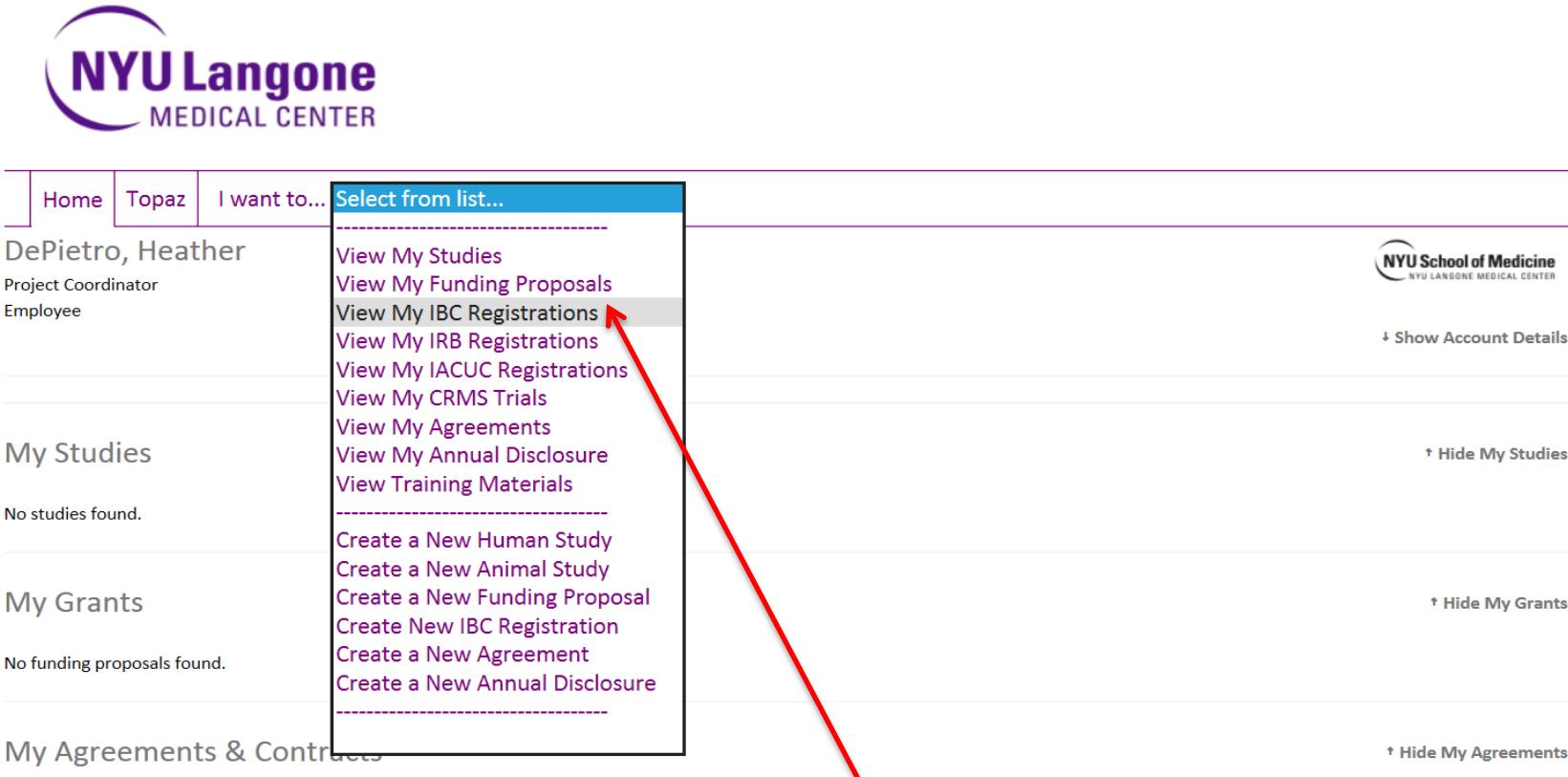
Warn me before logging me into other sites.

**LOGIN** | clear

[Trouble logging in?](#)

## Enter your Kerberos ID and Password

# Go to the IBC Module



NYU Langone MEDICAL CENTER

Home Topaz I want to... Select from list...

DePietro, Heather  
Project Coordinator  
Employee

NYU School of Medicine  
NYU LANGONE MEDICAL CENTER

View My Studies  
View My Funding Proposals  
**View My IBC Registrations** (arrow)  
View My IRB Registrations  
View My IACUC Registrations  
View My CRMS Trials  
View My Agreements  
View My Annual Disclosure  
View Training Materials

My Studies  
No studies found. ↑ Hide My Studies

My Grants  
No funding proposals found. ↑ Hide My Grants

My Agreements & Contracts ↑ Hide My Agreements

Create a New Human Study  
Create a New Animal Study  
Create a New Funding Proposal  
Create New IBC Registration  
Create a New Agreement  
Create a New Annual Disclosure

Select View My IBC Registrations

# Create an IBC registration

You are now ready to create a registration for review by the IBC.

The following training PowerPoints are available on the [IBC website](#) to assist you in creating and submitting IBC registrations:

- Research Navigator IBC Creating and Submitting an Initial Registration (non-HGT)
- Research Navigator IBC Creating and Submitting an Initial Registration (HGT)
- Research Navigator IBC Creating and Submitting an Amendment
- Research Navigator IBC Creating and Submitting an Annual Continuation
- Research Navigator IBC Creating and Submitting Modifications Required for Approval

## IBC Contact information

IBC website: <http://ibc.med.nyu.edu/>

IBC email address: [ibc@nyumc.org](mailto:ibc@nyumc.org)

### IBC Director

Natalie L. Mays

[Natalie.Mays@nyumc.org](mailto:Natalie.Mays@nyumc.org)

646-754-5258

## Research Navigator information

Research Navigator IBC module: <http://era.med.nyu.edu/IBC>

If you experience any problems using Research Navigator IBC, please report the issue by opening a ticket online using [MCIT Support & Services](#) or by contacting the MCIT Help Desk at 212-263-6868 (x36868 Internal) or 866-276-1892 (toll free).