

The NIH's Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules (rDNA) apply to all rDNA activities at institutions with any NIH funded rDNA work, making them 'requirements' at NYU. PI's must submit rDNA proposals to NYU Abu Dhabi's Institutional Biosafety Committee (NYUAD IBC). Although some rDNA molecules are exempt from the NIH Guidelines, the IBC is the arbiter of exempt status and experiments involving these rDNA molecules must still be registered with the IBC.

As of March 2012, all IBC submissions have been made via NYU Langone Medical Center's online Research Navigator/IBC submission module, which is accessed via NYUonsitehealth.org. A Kerberos ID (KID) and password are required to access NYUonsitehealth.org. A KID and password are obtained by sending the Sponsored Individual KID Request Form (next page, complete ONLY sections highlighted in yellow) to MCITResearchIT@nyumc.org.

Once you have obtained the KID and password, log on to NYUonsitehealth.org. Select "Application Catalog" and search for "Research Navigator." Select "favorite" in the white star next to Research Navigator so this application will appear under Applications as one of "My Favorites." The star will now be yellow in color. You are now ready to launch Research Navigator. Select "launch" to open the application. You will see the following:



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Click on the down arrow next to and select "View My IBC Registrations." You will then be taken to the IBC module where you may or may not need to enter your KID and password one more time. You will now be able to create and submit an IBC registration.

There are several training pdfs which provide details on creating and submitting a registration (new, amendments and annual continuations). We suggest reviewing these pdfs prior to starting the application. They are located under the Research Navigator Training section of the IBC website.

Personnel (study staff and the PI) must complete the rDNA Handling Course. Contact [Tekechia Hester](#) to take the course online. Once the course is completed, Notice of completion will be sent to the IBC.

Anyone can create an IBC registration but the PI is the only person who can submit. If the person creating the registration is NOT the PI, they must be sure to add their name to the registration as either study staff (if they will be conducting experiments) or someone with editing rights (usually administrative personnel). If the creator's name is not added, they will not be able to go back into the registration to make any edits prior to submission.

Finally, if the PI suggests or if the IBC requires that experiments need to be conducted under BL2 or higher conditions, EH&S will have to approve the lab location. Contact [Mir Hussain Nawaz](#) for information on that process.

The IBC meets once a month. The submission deadlines and meeting dates are located on the IBC Website under the News section.

Sponsored Individual Kerberos ID Request Form

Please note that all fields are required (unless otherwise noted).

Sponsored Individual's Last Name:

Sponsored Individual's First Name:

Sponsored Individual's Middle Name (optional):

Sponsored Individual's Date of Birth (MM/DD/YYYY):

Sponsored Individual's Emergency Mobile Phone Number:

Note: Names and dates of birth will be entered exactly as typed here; please double-check spelling.

Name of NYULMC sponsor/manager:

John Speakman

*Note: The supervisor **must** be an NYULMC compensated employee and have an oversight authority for the sponsored individual.*

Name of sponsor's direct supervisor:

Nader Mherabi

Note: The sponsor and the sponsor's supervisor cannot be the same person.

Sponsored Individual's Role at NYULMC:

Researcher

Sponsored Individual's School (Dentistry, Nursing, etc...):

NYU Abu Dhabi

Sponsored Individual's company name (who pays SI's salary?):

NYU Abu Dhabi

External e-mail address for Sponsored Individual: (abc123@nyu.edu)

Sponsored Individual's Start Date (MM/DD/YYYY):

Sponsored Individual's End Date (MM/DD/YYYY):

*Note: Account expiration dates can only be a maximum of **ONE YEAR**. Accounts can be renewed at the end of that time (sponsors will be automatically notified via e-mail prior to the expiration date).*

Has this person ever had a Net ID or other user ID from any NYU campus?

Yes

If YES, what was that Net ID: ()

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Note: Net IDs may have been issued from the Washington Square campus for a variety of reasons including, but not limited to: former or active students, accepted students (even if they never attended), persons who may have applied for or taken continuing education classes, visiting scholars, employees, temporary employees, etc.

Please determine if this person has ever been involved with NYU Washington Square and indicate that, even if the Net ID is not known. It's important that we maintain consistency between both campuses to prevent duplicate IDs, so this information is crucial when we create accounts. Names will be checked against the NYU Washington Square Registry. If a match is found, this will delay the ID creation process.

Does this Sponsored Individual require an e-mail account?

No

Does this Sponsored Individual require additional application access?

Yes

If YES, what applications are required? Access to Research Navigator, @NYULMC and Research Navigator IBC