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

Updated 11/2015
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.hestor@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 in Environmental Health & Safety if you have any questions related to the training course.
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
- 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/

Log in with your Kerberos ID and password
Search for Research Navigator

Select the link to the Applications Catalog

Search “Research Navigator”

Select “Launch” to begin using Research Navigator.

Research Navigator

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
Log on to Research Navigator via @NYULMC

Enter your Kerberos ID and Password
Go to the IBC Module

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

IBC Director
Natalie L. Mays
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).