University of Colorado
Anschutz Medical Campus

Accessing and Starting an IBC Protocol Submission within eSirius Platform

IBC Protocol Introduction:

All laboratory/benchtop Institutional Biosafety Committee (IBC) protocols on University of Colorado Denver | Anschutz campuses are submitted and maintained via an online platform system, eSirius. Each Principal Investigator (PI) may have ownership over one IBC protocol.

Once the initial IBC protocol application submission is reviewed and approved by the IBC, the IBC protocol will be active and approved for three years until its renewal/de novo application is due, reviewed at three-year increments starting from the application's previous approval date [e.g., IBC protocol X is approved by the IBC on 07 November 2024. IBC protocol X will require a renewal application to be submitted for review and approval before 07 November 2027]. If renewals/de novo applications are not submitted before their expiration date, the IBC protocol will be retired/closed within the eSirius system.

Any IBC-related changes to the laboratory's research activities should be accurately captured within their IBC protocol and be changed via an amendment submission. Similar to initial and de novo application submissions, amendments will undergo a prereview before being reviewed by the full IBC at a monthly convened IBC meeting.

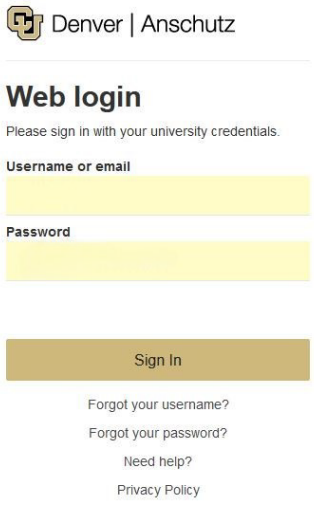
Amendments to add/remove laboratory personnel can be managed administratively. However, before new laboratory personnel can be added to an IBC protocol, each laboratory member will first need to receive clearance confirmation from the Occupational Health Office (OCCUPATIONAL.HEALTH@CUANSCHUTZ.EDU) to work with specific biohazards listed on each IBC protocol and be up to date on Skillsoft training. The Occupational Health Office can provide further details regarding specific requirements as that office manages the sensitive personnel information. Additionally, the table listed on the 'Personnel' page of the IBC protocol form will detail training courses required and their completion frequency.

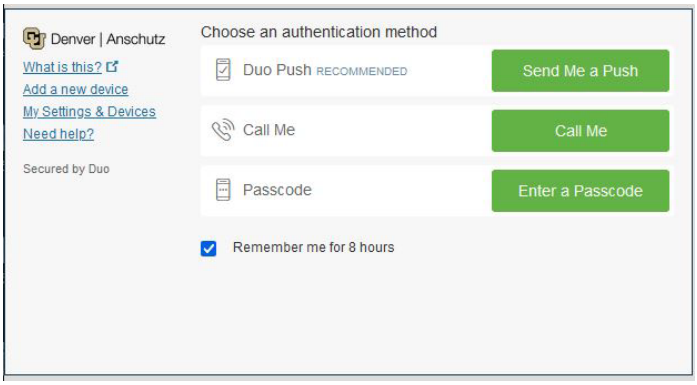
This document is intended to provide guidance for laboratory staff when completing an IBC protocol application. Please email the IBC Coordinator at IBC@CUAnschutz.edu if additional assistance can be provided.

Step 1 – Logging into the eSirius Platform:

Once setup with eSirius access permissions, the user can log into eSirius with this link: https://cuanschutz.app.cayuse.com/

The site will prompt the user to add their university credentials (and may require Duo authentication once the “Sign In” button is pressed):

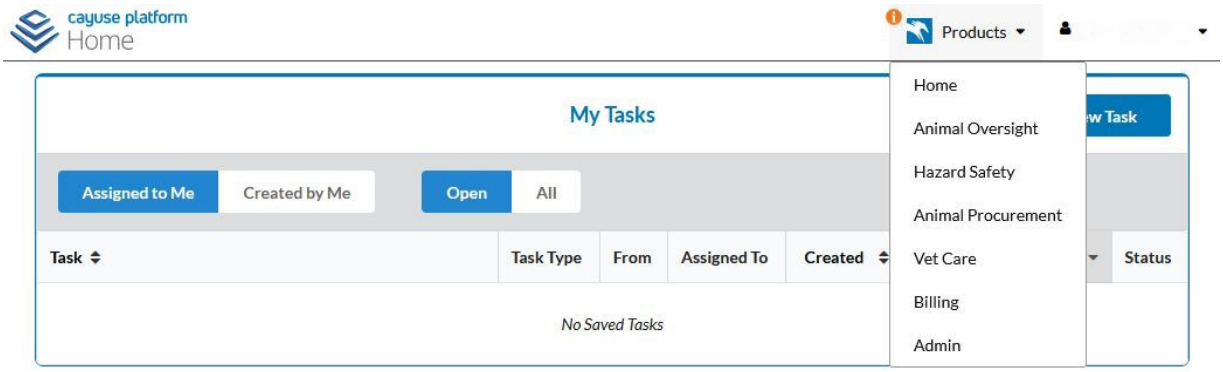




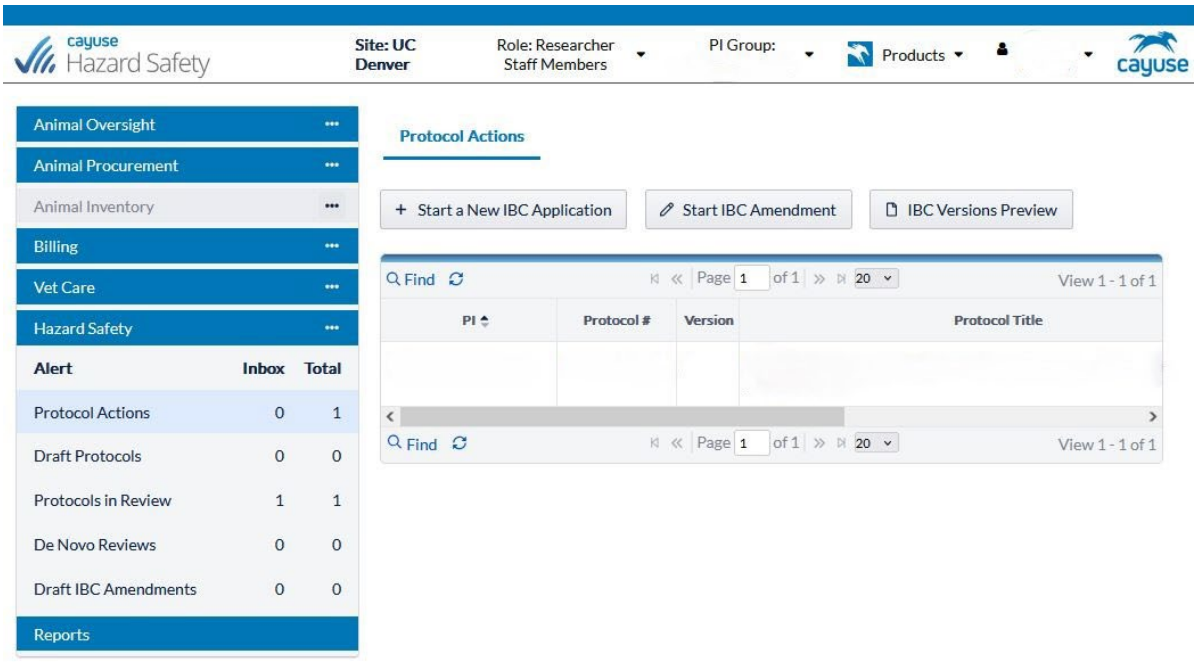
Once logged-in for the first time, please refresh the browser if any errors appear. If this does not resolve any error issues, please email the IBC Office (IBC@CUAnschutz.edu).

Step 2 – Navigating to the IBC Protocol Section of the eSirius Platform:

Once logged-in, the user will need to click “Hazard Safety” from the ‘Products’ dropdown menu:



In the next page that will load, the user will need to ensure that they are in the correct “PI Group” listed along the top and then navigate to the “Hazard Safety” section in the menu on the top, lefthand corner of the page. Once here, the user can start a new IBC application, navigate to a draft protocol within ‘Draft Protocols’, navigate to a draft protocol amendment within ‘Draft IBC Amendments’, start a de novo application within the ‘De Novo Reviews’, or check on the review status of an IBC protocol currently under review within ‘Protocols in Review’:

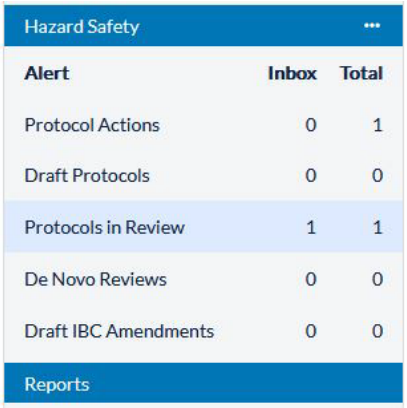


To open the IBC protocol for reviewing/editing (if on the laboratory’s side and allowing editing privileges), the user will need to click on the hyperlinked IBC protocol number that will appear within an entry of the table in the middle of the page.

If the laboratory also has any Institutional Animal Care and Use Committee (IACUC) protocols within eSirius, other sections (e.g., Animal Oversight, Animal Procurement, Animal Inventory, Billing, Vet Care) will appear on the menu on the top, lefthand corner of the page.

Step 3 – Making Changes to an IBC Protocol within the eSirius Platform:

Once an initial, de novo, or amendment application has been initiated within eSirius, the drafts will be saved under either ‘Draft Protocols’ or ‘Draft IBC Amendments’ section until they are submitted for IBC review. Once a submission has been sent to the IBC Office within eSirius, it will appear under the ‘Protocols in Review’ section until the current application has been fully processed/approved. If addressing IBC reviewer comments during an application revision, the ’Protocols in Review’ section will need to be visited to view/address reviewer comments found within the IBC protocol form:



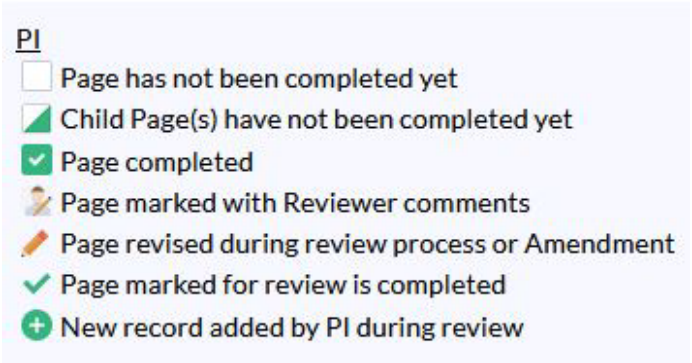
Hazard Safety		
Alert	**Inbox**	**Total**
Protocol Actions	0	1
Draft Protocols	0	0
Protocols in Review	1	1
De Novo Reviews	0	0
Draft IBC Amendments	0	0
Reports		

De Novo/Renewal Applications:

Before an initial or de novo IBC protocol application can be submitted within the eSirius system, any IBC protocol pages or sub/child pages that have not yet been completed (denoted with an empty box or half green-filled box next to their section titles) will need to be addressed first. Once completed, the pages will have green checkmarks ( ) next to the section title and the PI will be able to submit the IBC protocol.

IBC Protocol with Reviewer Comments for Laboratory to Address:

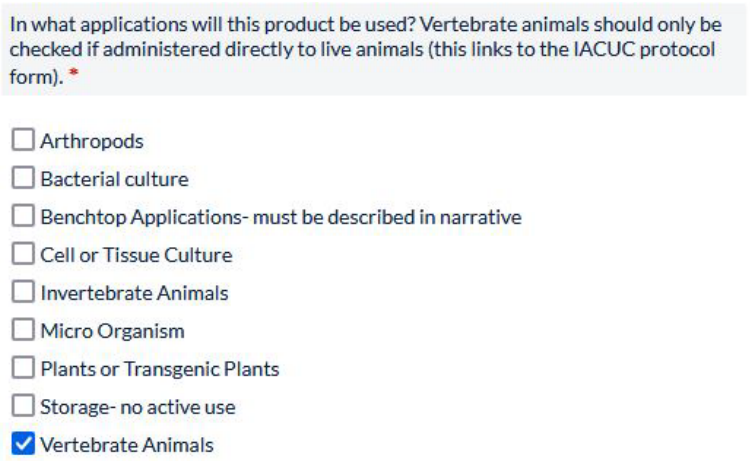
If an IBC protocol is pending revision and on the laboratory's end for edits, the protocol page(s) where the IBC reviewer comment(s) is(are) located will be denoted with a jedi-looking icon ( ) next to their section titles. Once all pages with a jedi icon next to their titles have been changed to either a green checkmark ( ) or pencil icon ( ), the PI will then be able to resubmit the IBC protocol for revision review.



Linking an IACUC Protocol to an IBC Protocol Form:

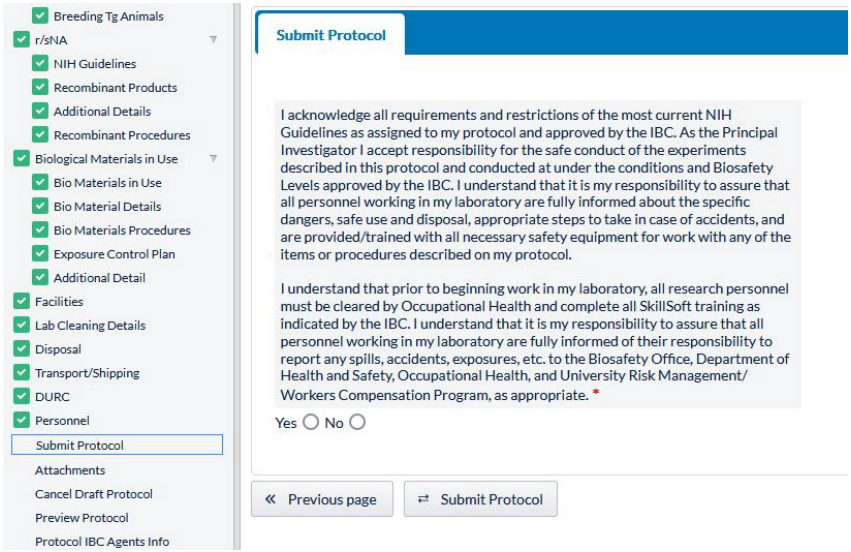
To link an IBC agent to an IACUC protocol from an IBC protocol, the user will need to first add

the IBC agent to the appropriate section of the IBC protocol as a table entry. Within that table entry's subpage, the user will need to check the "Vertebrate Animals" checkbox and save changes to the subpage. Once this step is completed, the user will then be able to link the IBC agent to the associated IACUC protocol:



Step 4 – Submitting an IBC Protocol to the IBC Office within the eSirius Platform:

Once the laboratory and/or PI have completed all edits to an IBC protocol, the PI (individual with ultimate oversight over the laboratory work) will need to log into eSirius to add their credentials to virtually send off the IBC protocol to the IBC Office. To do so, the PI will need to open the IBC protocol form, navigate to the "Submit Protocol" page, add any credentials as needed, and press "Submit Protocol" for the IBC Office to virtually receive the IBC protocol for review:



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Helpful Tips for eSirius Users:

- The IBC has a university website with the most up-to-date documents, NIH references, and IBC submission deadlines/meeting dates: https://research.cuanschutz.edu/committee-support/home/ibc

- The eSirius system no longer requires a connection to the university's virtual private network (VPN). The Duo Authenticator application may prompt the user to reauthenticate.

- Although Google Chrome is the preferred web browser for using eSirius, alternative web browsers (e.g., Firefox, Safari) are known to also be compatible with the platform.

- Prompt answers selected on the 'Options' page will determine which pages will populate in the remainder of the IBC protocol form. To delete a section, the user will need to navigate to the 'Options' page and change their answer to the associated prompt to "No".

- If a research staff member is listed within multiple PI groups, the research staff member will need to ensure that they are in the desired "PI Group" at the top of the eSirius page.