

## Directions for completing the new IBC online questionnaire

The new electronic version of the Biosafety Protocol Submission form replaces the older version. Eventually, we hope to have all of the certification questionnaires on this site. The Biosafety Protocol Submission form is the first questionnaire to be added to the site. The remaining IBC forms, as well as the application forms for the REB/Human Ethics and Animal Care, will be added to the site at a later date.

Each Principal Investigator (PI) will have a unique folder for their application forms which will be presented to you when access the app. When PIs create a new application a copy of the application will be stored on this site in the appropriate online folder. The application forms may be shared with others at the discretion of the PI.

Below are some brief instructions to get you started:

- You can access the applications at: <<http://go.upei.ca/rsapp>>
- When you open that page you should click on: <Create a new project>
- You will be prompted to enter a name for the new project. Enter a project name and click <ok>
- A new page will open with options to open the following folders: 'Animal Care', 'Biosafety', or 'Ethics'
- Click on the folder for <Biosafety>. (The folders for Animal Care and Ethics are empty. As noted above, work on these online applications will be started after the Biosafety questionnaires have been completed.)
- You will now have a choice of the following applications:
  - Create Application for Biosafety Permit
  - Create Biosafety Resume
  - Create Biosafety Permit Amendment/Renewal
  - Create Temporary Transfer Request
- You should click on < Create Application for Biosafety Permit> . Your application will be added to the list of Project Documents under your name.
- There are several icons to the far right:
  - 'pencil' icon: click on this icon to open the document
  - 'PDF' icon: click on this icon to save the document as a .pdf
  - 'x' icon: click on this icon to delete the document
  - open box/arrow: click on this icon to submit your application to Research Services
- When you click on the pencil to edit the document then you will be able to add and edit your responses. Please note the gray 'SAVE' and 'CLOSE' buttons close to the top of the document, on the right and left side of the page.
  - Click the 'CLOSE' button when you want to return to the main Project Documents page. Do NOT use the browser button to return to this page. Using the back browser button will take you out of the application website.

Please follow the directions embedded in the application to complete the application.