IBC PROTOCOL REVIEW PATHS AND WORKFLOW

BRIEF OVERVIEW
The University’s Institutional Biosafety Committee (IBC) reviews and approves teaching and research activities involving biohazardous material. The IBC has different paths of protocol review based upon the biohazardous material, quantity, and activity. This document outlines criteria for the paths and includes a flow chart of the process.

SCOPE
Applies to teaching and researching activities involving biohazardous material.

Biohazardous material is considered an infectious agent or biological material presenting a risk to the health of humans, animals, or other forms of life including: recombinant and synthetic nucleic acids, bloodborne pathogens, infectious materials, human cells and tissue, select agents, and biological toxins

REVIEW PATHS
Each biosafety protocol application and any renewal or modification must be reviewed by

- Full Committee Review (FCR),
- Designated Member Review (DMR), or
- Administrative Review.

The level of review is based upon the NIH Guideline’s requirements and the risk associated with the material and activity. The Chair of the IBC uses the following guidelines to help determine the appropriate level of review:

Requires Full Committee Review
- Infectious materials in conjunction with recombinant DNA
- NIH Guidelines require IBC approval
- Biological toxins
- Select agents
- Any IBC member requests FCR

May use Designated Member Review
- Risk Group (RG) 1 or 2*
- Biosafety Level (BSL) 1 or 2*
- NIH Guidelines require IBC notification
- NIH Guideline Exempt materials and activities

Administrative Review
The Office of Research Compliance (ORC) can administratively review renewals or modifications for changes such as:
- Key personnel
- Funding source information
- Locations
- Contact information

ORC may request the IBC to review any submission even if it could be administratively reviewed.

REFERENCES