Protocol Approval Process for Investigator - eIBC

When your protocol gets into the approval workflow, initially it will go through review by the IBC administration (the Office of Environmental Health and Safety, or EHS), before getting to the actual committee. In order to see the comments you received from the IBC administration (EHS), log in to your Investigator dashboard, and click on “Comments Received (Cycle 1)”. You can see in the “Panel” field that your protocol is at the EHS Panel at this point.

You will see all comments listed that EHS provided. Please add your response in the comments sections, then hit “Save”. Modify the protocol if needed by clicking on the “Get Protocol” button. After you’re done modifying your protocol, hit the “Submit to IBC” button.
Once the IBC administration review is complete, you enter the actual committee review. At this point, you will see “IBC Panel” appearing in the “Panel” field. Click on “Comments Received (Cycle 2)”. You will need to repeat the same process as you did in the EHS Panel.

Keep in mind that your protocol can go through as many cycles in both EHS review and in IBC Panel review as needed. Thus, the cycle numbers in the “Protocol Event” field might differ, depending on where your protocol is in the process.

After your protocol is fully approved by the IBC, you can find your protocol in the “Approved Protocols” section of your investigator dashboard. You will be able to see your approval date, last approval date, and expiration date. The “Review Decision” field will show “Full Review”.

Your protocol is approved.