

# myRESEARCH IBC TRAINING GUIDE

November 2019

## Table of Contents

<a href="#">What is myRESEARCH</a> .....	3
<a href="#">Getting a myRESEARCH Account</a> .....	3
<a href="#">Overview</a> .....	3
<a href="#">Roles in myRESEARCH</a> .....	4
<a href="#">Submission Process</a> .....	4
<a href="#">Logging into myRESEARCH Portal</a> .....	4
<a href="#">Accessing the myResearch Portal</a> .....	5
<a href="#">My Inbox</a> → <a href="#">Safety Tab</a> .....	5
<a href="#">Safety Main Screen Navigation</a> .....	5
<a href="#">Main Workspace</a> .....	6
<a href="#">Creating a New Application</a> .....	10
<a href="#">Overview of the Application SmartForm</a> .....	12
<a href="#">Manage Ancillary Reviews</a> .....	12
<a href="#">Submitting the Study</a> .....	13
<a href="#">Clarifications Requested</a> .....	14
<a href="#">Respond to Clarification Requests</a> .....	14
<a href="#">Continuing Review</a> .....	15
<a href="#">Amendment Request</a> .....	15
<a href="#">Safety Incident Report</a> .....	16

### Questions and Issues

For policy related questions and issues including how to fill out the application, please contact the **Stony Brook University Institutional Biosafety Committee** (631) 632-9036; or Email [ORC\\_OVPR@stonybrook.edu](mailto:ORC_OVPR@stonybrook.edu)

## What is myRESEARCH?

MYRESEARCH is the new electronic system that will replace IRBNet. It will automate the development, review, and approval processes of your study while managing all major administrative aspects of the research and compliance lifecycle – from application submission, through amendments, continuing reviews and any type of compliance reporting (i.e., protocol deviations, etc).

## Getting a myRESEARCH Account

Faculty and staff users will log into the system using their **SBU NetID and password**. If your login attempt is unsuccessful, please contact [ORC\\_OVPR@stonybrook.edu](mailto:ORC_OVPR@stonybrook.edu).

## Overview

This training pertains to the following:

<b>Research Study</b>	<b>Details related to the specific information related to a study</b>
<b>Research Study Site</b>	<b>Details related to a specific institution's site (study team, consent forms, etc.)</b>
<b>Modification</b>	<b>Details related to changes made to a study</b>
<b>Continuing Review</b>	<b>Details related to the review of an already approved study</b>

myRESEARCH integrates the following aspects of research management into a single system:

- Conflict of Interest (COI) applications
- IRB applications
- IACUC applications
- Safety applications
- Grant applications
- Research Agreements

## Roles in myResearch

Registered User      Individuals authorized to input information in MYRESEARCH (must have an SBU NetID Single Sign On)

Principal Investigator	Individual in charge of the research. Only this person can submit the initial study, continuing review application, or amendments. This is also the only person that can submit a response.
------------------------	---

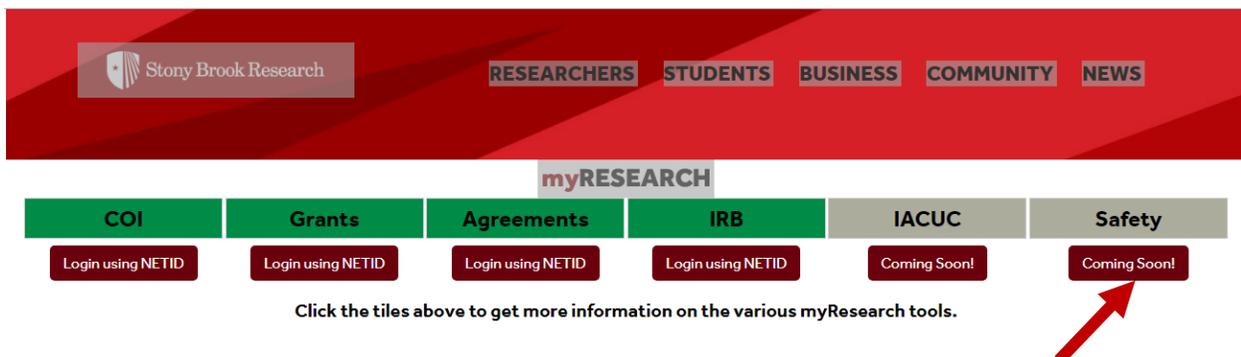
Study Personnel      Individuals involved in developing the study application and listed on the application as a study team member. A co-investigator or a laboratory assistant could be a study team member.

## Submission Process

- Pre-submission state: Principal Investigator (PI) or study team members are working on an application
- Pre-Review: IBC staff reviews the application for completeness
- IBC Review: IBC members review the application and make a determination about the study
- Post Review: IBC staff sends the determination information back to the PI and study team members

## Logging into myResearch Portal

Navigate to [myResearch.stonybrook.edu](http://myResearch.stonybrook.edu) → Click the **Login using the NetID** button (under IBC)

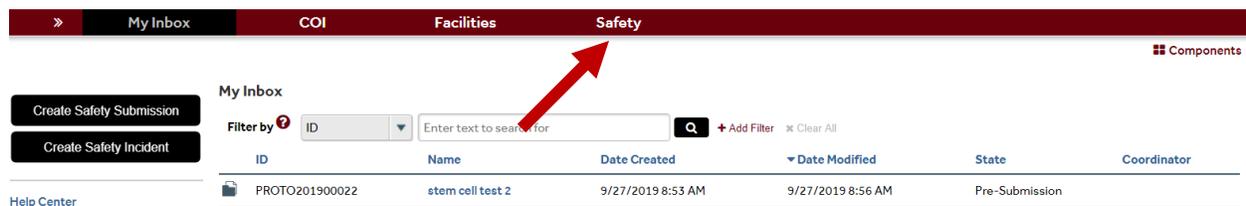


## Accessing the myResearch Portal

All SBU-affiliated personnel can access the portal using their **SBU NetID and password**. If your login attempt is unsuccessful, please contact [OVPR\\_ORC\\_IBC@stonybrook.edu](mailto:OVPR_ORC_IBC@stonybrook.edu).

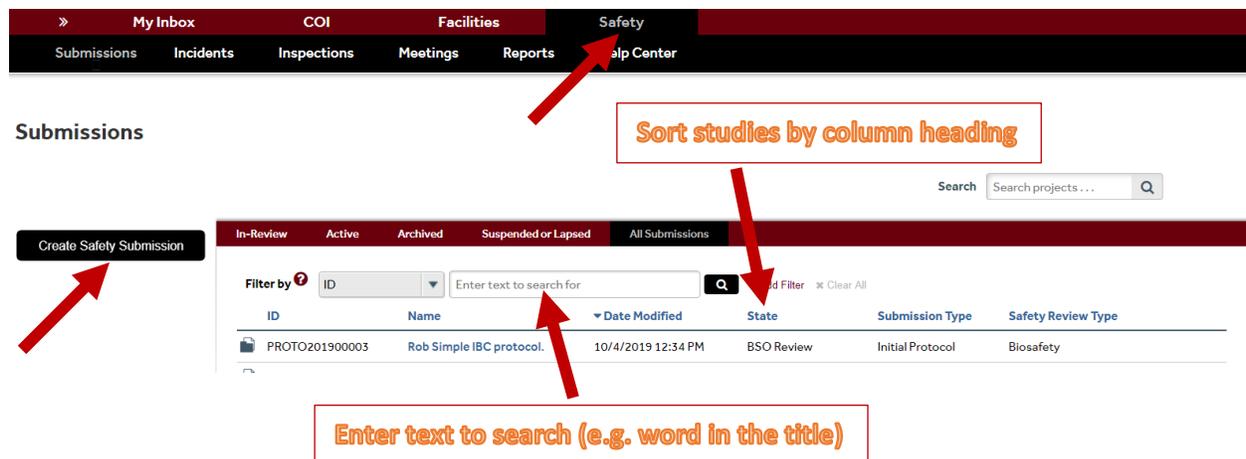
## My Inbox → Safety Tab

When you first log into the system, you will see your inbox (**My Inbox**). From this page, click **Safety** from the top menu bar. The tabs available to you on the menu bar are based on the user roles that you have for your account.



## Safety Main Screen Navigation

On the Safety page, you can do a variety of functions including “Create Safety Submission”. You can also search for specific study applications (through the use of the filter bar) and sort the data based on column name (by clicking on the respective column heading). To view details of a particular study application, click on either the ID or the name.



### Main Workspace

The Main Workspace page can be subdivided into the left navigation area and the main content area on the right.

The screenshot shows the myRESEARCH interface for a protocol review. At the top, there are navigation tabs: My Inbox, COI, Facilities, Safety, and a user profile 'Hello, Safety PI'. Below these are sub-tabs: Submissions, Incidents, Inspections, Meetings, Reports, and Help Center. The main content area displays details for protocol 'PROTO201900003' titled 'Rob Simple IBC protocol'. It includes fields for Principal Investigator, Specialist, Primary Contact, Admin office, and PI proxies. Submission details include Submission Type (Initial Protocol), Safety Review Type (Biosafety), Letter, Last day of continuing review period, and Approval Date. A flowchart shows the review process: Pre-Submission -> Specialist Review (highlighted) -> Committee Review -> Post-Review -> Review Complete. Clarification Requested and Modifications Required steps are shown as feedback loops. A left navigation sidebar contains options like Assign PI Proxy, Assign Primary Contact, Manage Guest List, Add Comment, Copy Submission, Withdraw, Discard, Manage Related IACUC Protocols, and Manage Related IRB Studies. An activity log table is visible below the flowchart.

Activity	Author	Activity Date
Response Submitted	PI, Safety	10/4/2019 9:29 AM
good to go?		
Clarification Requested by Specialist	Specialist, Safety	10/4/2019 9:26 AM
here is some more info		

Left Navigation

Main Content



» My Inbox COI Facilities

Submissions Incidents Inspections Meetings Reports

**Specialist Review**

PROTO201900003

## Rob Simple IBC protoc

**Next Steps**

- View Protocol
- Printer Version
- View Differences

- Assign PI Proxy
- Assign Primary Contact
- Manage Guest List
- Add Comment
- Copy Submission**
- Withdraw
- Discard
- Manage Related IACUC Protocols
- Manage Related IRB Studies

Principal Investigator: Safety PI  
Specialist: Safety Specialist  
Primary Contact:  
Admin office: Safety  
PI proxies:

History Documents Reviews Reviewer No

Filter by **Activity**

**Activity**

- Response Submitted
- good to go?
- ← Clarification Requested by Specialist
- here is some more info

Within the main workspace, you can view the **Current State** of the application on the left navigation area and the main content area. The left navigation area contains all the buttons and activities that are available to you based on the state of the application. One of the buttons on the left navigation side of the **Main Workspace** is called “Copy Submission”. This allows you to make an exact copy of an existing application.



» My Inbox COI Facilities

Submissions Incidents Inspections Meetings Reports

**Specialist Review**

Next Steps

- View Protocol
- Printer Version
- View Differences

PROTO201900003

## Rob Simple IBC protoc

Principal Investigator: Safety PI  
Specialist: Safety Specialist  
Primary Contact:  
Admin office: Safety  
PI proxies:

```
graph LR; A[Pre-Submission] --> B[Specialist Review]; B --> C[Clarification Requested]; C --> B; C --> D[...];
```

History Documents Reviews Reviewer No

Filter by <sup>?</sup> Activity

**Activity**

- Response Submitted
- good to go?
- ← Clarification Requested by Specialist
- here is some more info

If the application is still in a state where you can edit the application, you can edit the application by clicking on the **Edit Protocol** button in the left navigation area. In addition, there will be a **View Protocol** button to enable you to view the application in a read-only format. **Printer Version** will allow you to scroll through the entire application on one page.

The right side contains the **Main Content**. The application title appears towards the left of the **Main Content** area and the application ID is contained above the application title. A summary box is displayed below the application title. Depending on the application, there is different information that is displayed in the summary box.

The **History** and **Documents** tabs always appear for all applications. The **History** tab contains a chronological log of all of the activities that have happened in the application. It includes the person responsible and the date/time the activity occurred. The **Documents** tab contains all documents that were uploaded into the application.

Activity	Author	Activity Date
→ Response Submitted aood to ao?	PI, Safety	10/4/2019 9:29 AM

### Creating a New Application

To create a new application, click on the **Create Safety Submission** button on the left navigation area. After you click to create the new application, you will automatically be redirected to the first page of the “Formset” or area where the questions are located.

» My Inbox COI Facilities Safety

Components

My Inbox

Create Safety Submission

Create Safety Incident

Filter by ID Enter text to search for + Add Filter ✕ Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
PROTO201900022	stem cell test 2	9/27/2019 8:53 AM	9/27/2019 8:56 AM	Pre-Submission	

Help Center

From there, you can navigate the page using the controls found at the top of the page.

Stony Brook Research | myRESEARCH

Edit: Safety Submission - PROTO201900023

<< Back Save Exit Hide/Show Errors Print Jump To Continue >>

While completing your application, one area will ask you to attach a file (if applicable).

### Supporting Documents

A “Jump To” menu item will appear after you save the initial page of the application that will enable you to jump to specific sections of the application.



**IMPORTANT NOTE:** It is advised that you complete the application questions **in order** because the application shows questions/sections based on what was answered in earlier questions.

The “Hide/show Errors” menu item enables you to see if you have any unanswered questions on the application.



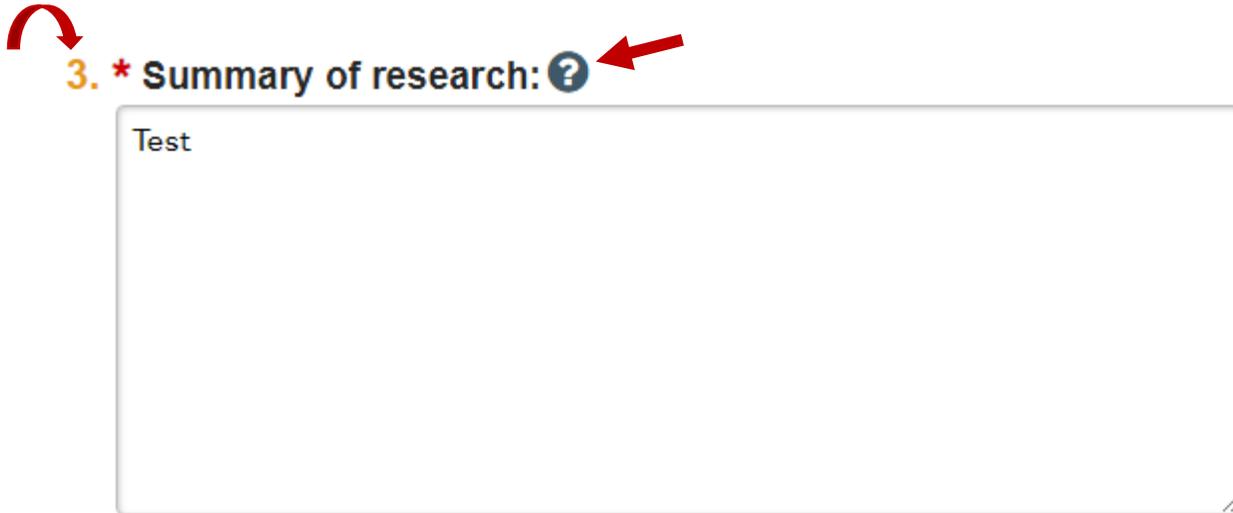
When the “Hide/Show Errors” is clicked or when the click on “Submit Application” all of the questions that are unanswered will appear in an “Error/Warning Messages” section.

For each error message, there is a “Jump To” link that will take you directly to the question which applies to the error message. The application can only be submitted when all issues are fixed

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information. Subject Types	Subject Types	<a href="#">Biosafety Summary</a>
⊖ This is a required field; therefore, you must provide the required information. Exposure Assessment	Exposure Assessment	<a href="#">Exposure Assessment and Protective Equipment</a>
⊖ This is a required field; therefore, you must provide the required information. Personal Protective Equipment	Personal Protective Equipment	<a href="#">Exposure Assessment and Protective Equipment</a>
⊖ This is a required field; therefore, you must provide the required information. Experiment Categories	Experiment Categories	<a href="#">Dual Use Research of Concern</a>
⊖ This is a required field; therefore, you must provide the required information. Dual Use Research Summary	Dual Use Research Summary	<a href="#">Dual Use Research of Concern</a>
⊖ This is a required field; therefore, you must provide the required information. Decontamination Procedure	Decontamination Procedure	<a href="#">Waste Management</a>

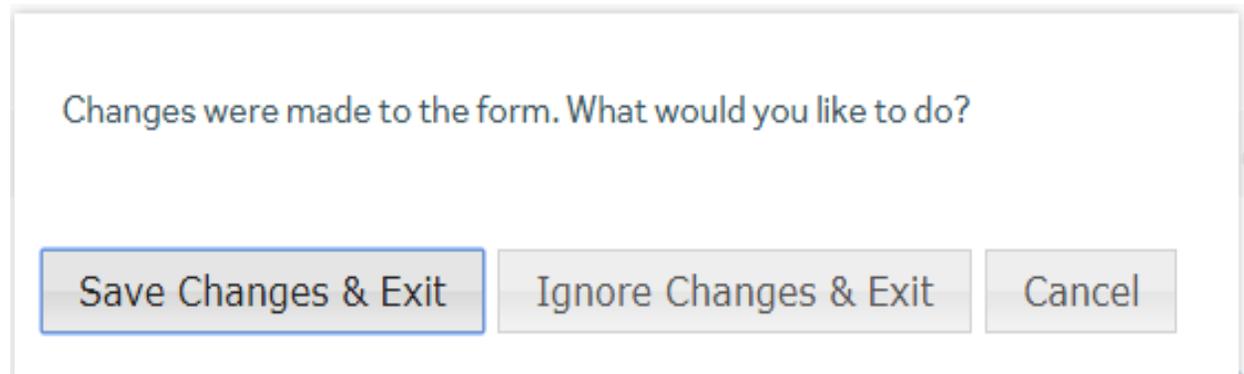
## Overview of the Application SmartForm

- Each question on the SmartForm is numbered and those questions that have a **red asterisk (\*)** must be answered.
- A question mark appears beside many of the SmartForm questions. If you click on the question mark, information will appear that will assist you in answering the question.



A screenshot of a SmartForm question. The question is numbered '3.' and has a red asterisk and a question mark icon. A red arrow points to the question mark icon. Below the question is a large text input field with the placeholder text 'Test'. A red curved arrow points from the top left towards the question number.

If you need to leave the application for any reason, you can save the document and return to the application at a later time.



A screenshot of a dialog box with the text 'Changes were made to the form. What would you like to do?'. Below the text are three buttons: 'Save Changes & Exit', 'Ignore Changes & Exit', and 'Cancel'. The 'Save Changes & Exit' button is highlighted with a blue border.

## Manage Ancillary Reviews

Once you have completed the application you will reach a **Final Page**. Read the next steps on this Final Page carefully to ensure that all required ancillary reviews are requested.

- For example, if your research involves a select agent, you will be required to click on “Manage Ancillary Reviews” in the **left navigation area** and add safety. You must receive approval from the pharmacy before you begin your study.

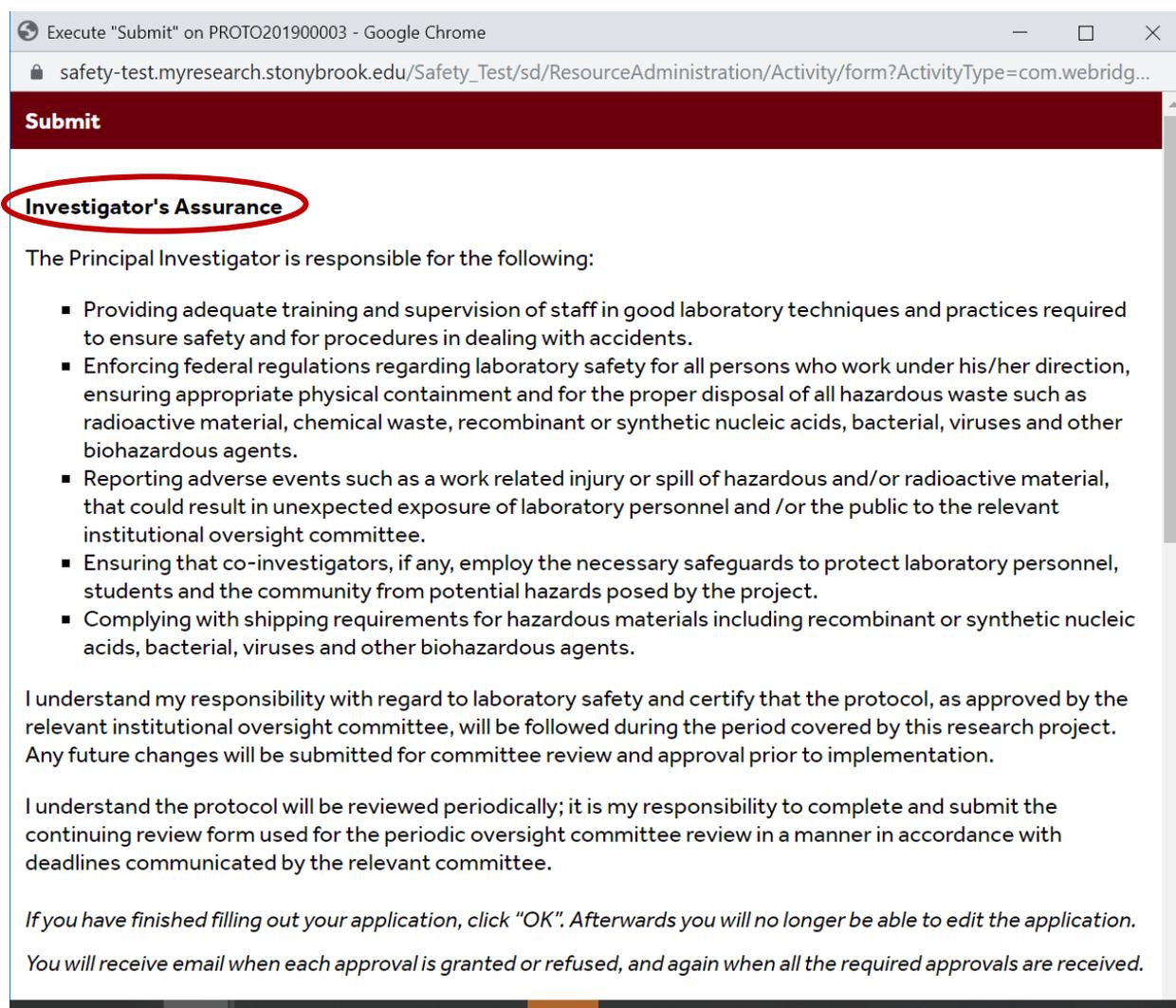
**IMPORTANT NOTE:** New studies require Department Chair approval prior to submission.

- The PI's Department Chair can be selected as an ancillary reviewer by carefully following the instructions on the Final Page.
- **Submission of new studies prior to Department Chair approval is not permitted in myResearch. The PI must wait for an email notification of Department Chair approval before submitting the study.**

## Submitting the Study

Once an email notification of Department Chair approval is received, the study can be submitted for review. **The PI** must click on the **Submit** button in the study's left navigation area.

An **Investigator's Assurance** page will pop up. The PI must carefully read the assurance page and click the **OK** button on the bottom-right hand side of the page.



Execute "Submit" on PROTO20190003 - Google Chrome

safety-test.myresearch.stonybrook.edu/Safety\_Test/sd/ResourceAdministration/Activity/form?ActivityType=com.webridg...

**Submit**

**Investigator's Assurance**

The Principal Investigator is responsible for the following:

- Providing adequate training and supervision of staff in good laboratory techniques and practices required to ensure safety and for procedures in dealing with accidents.
- Enforcing federal regulations regarding laboratory safety for all persons who work under his/her direction, ensuring appropriate physical containment and for the proper disposal of all hazardous waste such as radioactive material, chemical waste, recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.
- Reporting adverse events such as a work related injury or spill of hazardous and/or radioactive material, that could result in unexpected exposure of laboratory personnel and /or the public to the relevant institutional oversight committee.
- Ensuring that co-investigators, if any, employ the necessary safeguards to protect laboratory personnel, students and the community from potential hazards posed by the project.
- Complying with shipping requirements for hazardous materials including recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.

I understand my responsibility with regard to laboratory safety and certify that the protocol, as approved by the relevant institutional oversight committee, will be followed during the period covered by this research project. Any future changes will be submitted for committee review and approval prior to implementation.

I understand the protocol will be reviewed periodically; it is my responsibility to complete and submit the continuing review form used for the periodic oversight committee review in a manner in accordance with deadlines communicated by the relevant committee.

*If you have finished filling out your application, click "OK". Afterwards you will no longer be able to edit the application.*

*You will receive email when each approval is granted or refused, and again when all the required approvals are received.*

## Clarifications Requested

Click the submission ID link in the email to open the document. Click the “History” tab and review the “Clarification Requested” activity. NOTE: if the reviewer attached a document, a link to open it appears on the “History” tab.

The screenshot shows the 'BSO Review' workspace for submission ID PROTO201900003. The title is 'Rob Simple IBC protocol'. The interface includes a navigation menu with 'My Inbox', 'COI', 'Facilities', and 'Safety'. Below the menu are tabs for 'Submissions', 'Incidents', 'Inspections', 'Meetings', 'Reports', and 'Help Center'. The main content area shows a workflow diagram with steps: Pre-Submission, Specialist Review, Committee Review, Post-Review, and Review Complete. The 'Specialist Review' step is highlighted in orange and has a 'Clarification Requested' sub-step. Other sub-steps include 'Clarification Requested' under Committee Review and 'Modifications Required' under Post-Review. Metadata includes: Principal Investigator: Safety PI, Specialist: Safety Specialist, Primary Contact: Safety, Admin office: Safety, PI proxies: Safety, Submission Type: Initial Protocol, Safety Review Type: Biosafety, Letter: Last day of continuing review period, and Approval Date.

## Respond to Clarification Requests

On the submission workspace, click “Submit Response”. In the Notes box, explain your response to the review. Click “OK”. The study has now moved back to the reviewer’s inbox to continue the review.

The screenshot shows the 'Clarification Requested (Specialist Review)' workspace for submission ID PROTO201900026. The title is 'TEST SAFETY SUBMISSION 10/14/2019-2'. The interface includes a navigation menu with 'My Inbox', 'COI', 'Facilities', and 'Safety'. Below the menu are tabs for 'Submissions', 'Incidents', 'Inspections', 'Meetings', 'Reports', and 'Help Center'. The main content area shows a workflow diagram with steps: Pre-Submission, Specialist Review, Committee Review, Post-Review, and Review Complete. The 'Specialist Review' step is highlighted in orange and has a 'Clarification Requested' sub-step. Other sub-steps include 'Clarification Requested' under Committee Review and 'Modifications Required' under Post-Review. Metadata includes: Principal Investigator: Safety PI, Specialist: Safety Specialist, Primary Contact: Safety, Admin office: Safety, PI proxies: Safety, Submission Type: Initial Protocol, Safety Review Type: Biosafety, Letter: Last day of continuing review period, and Approval Date.

A red arrow points to the 'Submit Response' button in the left sidebar. Below the workflow diagram is an activity log table:

Activity	Author	Activity Date
Clarification Requested by Specialist	Specialist, Safety	10/14/2019 4:11 PM
TEST		
Submitted	PI, Safety	10/14/2019 4:10 PM
Protocol Created	PI, Safety	10/14/2019 4:09 PM

## Continuing Review

You can submit a continuing review/annual review by clicking on the study in your inbox. Then click on Create Continuing Review in the left navigation area. This will take you to the questions asking about a continuing review of your research. Enter data in all required fields and submit the continuing review.

&lt;&lt; Back

Save

Exit

Hide/Show Errors

Print

Jump To

Continue &gt;&gt;

### Safety Changes

1. Have any changes occurred with any of the following aspects of your protocol since the original submission approval?
  - Infectious agents used
  - Biosafety level (BSL)
  - Risk group (RG)
  - Containment equipment

## Amendment Request

Click on **Create Amendment** in the left navigation area if you are submitting an amendment request. Enter data in all required fields. Submit the amendment

&lt;&lt; Back

Save

Exit

Hide/Show Errors

Print

Jump To

Continue &gt;&gt;

### Amendment Request

Only one amendment can be active at one time, i.e., the first amendment must be approved, denied, or withdrawn before the second amendment can be created.

1. \* Amendment short title: ?

2. \* Amendment types:

- Significant (PI, purpose, materials, or classifications)
- Team and Funding Sources

## Safety Incident Report

Click on **Create Safety Incident** in the left navigation area if you are submitting an incident report.

 Stony Brook Research | myRESEARCH New: Safety Incident

« Back Save Print Continue »

**Basic Information**

1. \* Select the admin office:

Safety

[Clear](#)

2. \* Incident name: ?

This area of the Safety Incident will ask you to describe the incident, the nature of the incident, any associated principal investigators, any related safety research protocols, where it was discovered and if there are any additional supporting documents.