NDSU NORTH DAKOTA STATE UNIVERSITY

Research Integrity & Compliance
Institutional Biosafety Committee

IBC Graduate Student Checklist

Here's how to make sure you have everything you need to make the process as smooth as possible beginning to end. Complete this process prior to beginning work on your research project.

Make sure you know the protocol number(s) for your project(s) and that you are an official member of the research team. It is required that your PI / advisor add you to a protocol and your addition be approved prior to you completing any work on the project.

You may not collect any new data which you intend to include as part of your thesis / dissertations until:

a) You have completed all necessary CITI training
b) The research protocol has been reviewed and approved by the NDSU IBC Committee *and* you are listed as part of the research team on this approved protocol.

If approval has not been received or you are not listed as part of the research team, you are at risk of not being granted your degree.

To be added to a protocol involving biohazards:

☐ Complete your Novelution profile. You will receive an email from the Novelution system when your PI / advisor adds you to the protocol, if you do not already have a Novelution profile. This is where all your training documentation is stored, so it's important to complete this step first.

☐ Complete CITI training:

- Basic Biosafety Training Course
    ✓ Required for **all** projects

- If working with <u>Recombinant</u> or <u>Synthetic</u> <u>Nucleic</u> <u>Acid</u> <u>Molecules</u>:

    ✓ Complete the NIH Recombinant DNA Guidelines course.

- If working with <u>human</u> <u>blood</u>, <u>bodily</u> <u>fluids</u>, <u>tissues</u>, <u>cells</u> <u>or</u> <u>cell</u> <u>lines</u>:
    ✓ Complete the OSHA Bloodborne Pathogens course.

It is the responsibility of the **student** to make sure they are an official member of the research team on any project they intend to work on. You can check your research team status by checking or searching your email for the official approval letter. Make sure your name appears as part of the research team on the attached letter.

- ☐ IBC approval emails will come with a subject line that reads:

    IBC Approval of Protocol #IBC202XXXXX

Another way to check your research team status is to search for the protocol in Novelution.

Once you're logged in, navigate to Search IBC Protocols under the IBC tab.

If you know the protocol number, you can enter it into the Protocol # or Title box, or you can search by your name in Personnel, or your PI's name in PI/Co-PI. If you are part of the research team, the protocol(s) will appear in the search results. If you are not, it will not appear.

To obtain an approval letter for a Legacy protocol (a protocol not in Novelution), email the IBC office ndsu.ibc@ndsu.edu. You will need to include the name of the PI and the protocol number. A search for the approval letter cannot happen without this information.

If at any point while working on a research project you feel there has been a deviation from the protocol or an adverse event needs to be reported, please feel free to reach out to the IACUC Office. If you don't feel comfortable talking with your PI about the situation, please reach out. We will handle the situation on your behalf and if you prefer, your anonymity will be protected. We encourage you to speak up if you feel something isn't happening the way it should.

HELPFUL RESOURCES

	Phone:	Email:
NDSU Graduate School	(701) 231-7033	ndsu.gsa@ndsu.edu
NDSU IACUC Office	(701) 231-8114	ndsu.iacuc@ndsu.edu
NDSU IBC Office	(701) 231-8114	ndsu.ibc@ndsu.edu
NDSU IRB Office	(701) 231-8908	NDSU.IRB@ndsu.edu

NDSU Novelution Login:

The Novelution System is a centralized system where you will complete and submit protocols for review. This is where you will find your protocols to refer back to them when needed.

https://erac.ndsu.edu/login

CITI:

https://about.citiprogram.org/