

## How to Apply for IBC review

### ON-LINE APPLICATION:

1. Go to the IBC website for additional information: <http://www.ibc.pitt.edu>
2. Complete the Biosafety – NIH *Guidelines* training module on CITI Portal
3. Wait a minimum of 24-hours BEFORE attempting to login to MyIBC
4. The Investigator must submit the completed application electronically

### WHAT ELSE SHOULD I KNOW?

IBC review requires that researchers and their staff take the *Biosafety – NIH Guidelines* training module to become authorized users for the electronic review system.

Investigators are required to submit the final version of the research application; research personnel cannot submit the application in lieu of the investigator.

The IBC Support staff process incoming submissions as they are queued in the system.

IBC minutes fall under the federal Freedom of Information Act.



## Institutional Biosafety Committee

### Chair:

William Klimstra, PhD  
[klimstra@pitt.edu](mailto:klimstra@pitt.edu)

### Vice-Chair:

John Alcorn, PhD  
[john.alcorn@chp.edu](mailto:john.alcorn@chp.edu)

### IBC Support Staff:

Beverly Harding, MSL, Director  
Kristi Cihil, MPPM  
Theresa Lynn Bodnar  
[ibc\\_support@pitt.edu](mailto:ibc_support@pitt.edu)  
412-383-1768

### QUESTIONS?

If you have questions or would like more information regarding the IBC please contact us:

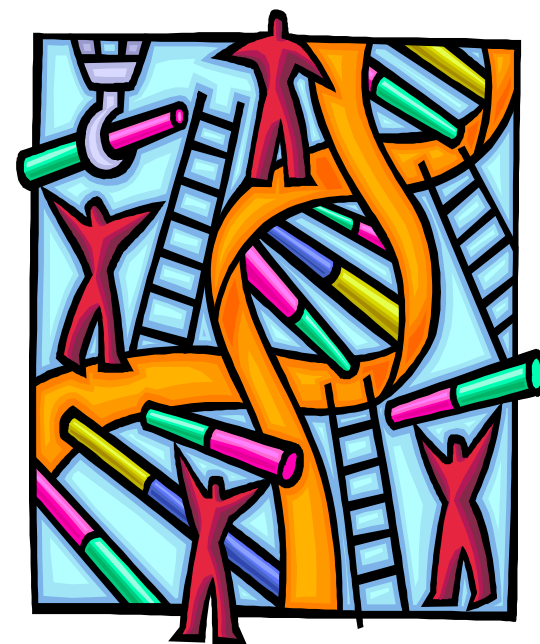
c/o Suite 401  
Heiber Building  
3500 Fifth Avenue  
Pittsburgh, PA 15213  
Phone (412) 383-1768  
Email [ibc\\_support@pitt.edu](mailto:ibc_support@pitt.edu)  
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## THE INSTITUTIONAL BIOSAFETY COMMITTEE

RESEARCH CONDUCT AND COMPLIANCE OFFICE

## *Institutional Biosafety Division*



A guide for  
Research Involving Recombinant or  
Synthetic Nucleic Acid Molecules  
and  
Institutional Biosafety Committee  
Review

# RESEARCH REGISTRATION

## What research falls under the *NIH Guidelines*?

The *NIH Guidelines* has defined Recombinant and Synthetic Nucleic Acid Molecules as the construction of molecules outside of living cells by joining natural or synthetic DNA (or RNA) segments to DNA (or RNA) molecules that can replicate in a living cell; or molecules that are chemically or by other means synthesized or amplified, including those that are chemically or otherwise modified but can base pair with naturally occurring nucleic acid molecules. Molecules that result from the replication of the above are also considered to fall under the *NIH Guidelines*.

## THE IBC

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The Institutional Biosafety Committee (IBC) is the NIH required review board for all research involving these materials at the University of Pittsburgh.

The IBC reviews, approves and oversees projects in accordance with the *NIH Guidelines*.



## COMPLIANCE IS **NOT** OPTIONAL

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Investigators at the University of Pittsburgh doing research with these materials must comply with the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (*NIH Guidelines*).

Research involving Recombinant or Synthetic Nucleic Acid Molecules at the University of Pittsburgh must be reviewed by the IBC under federal guidelines. Failure to adhere to the *NIH Guidelines* can result in restrictions, suspension, or termination of NIH funding.

## IMPORTANCE OF BIOSAFETY REVIEW

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Many institutions are undertaking new programs of research related to bio-defense and emerging infectious disease threats, using genetic engineering or manipulation procedures and techniques.

Biosafety review and oversight is critical to the safe conduct of research and demonstrates the university's commitment to the protection of research staff, public health, and the environment.

## IBC MISSION STATEMENT

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The IBC contributes to adherence with the *NIH Guidelines* through a balance of outreach and support for investigators, research staff, and the research community at large.

## ANNUAL REVIEW

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Approved IBC protocols require annual review. Automated reminder emails are sent to investigators and research staff designated to receive correspondence.

## HUMAN GENE TRANSFER RESEARCH

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Human Gene Transfer/Clinical Trials using recombinant agents must be reviewed and approved by the IBC prior to review by the Institutional Review Board (IRB).

For assistance with submissions, questions, or more information regarding the review requirements for human gene transfer protocols refer to the IBC website ([www.ibc.pitt.edu](http://www.ibc.pitt.edu)) or contact IBC Support staff.

## IBC MEMBERSHIP

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If you are interested in serving on this review board, please send a letter of interest and your resume, CV or NIH biosketch to the Institutional Biosafety Division Director.

## IBC MEETING DATES

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The *NIH Guidelines* requires transparency in IBC reviews. Meetings are open, and meeting dates are posted on the IBC website.