

# **myRESEARCH IBC TRAINING GUIDE**

November 2019

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### 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:

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

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)

|                               |                                                                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principal Investigator</b> | 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. |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

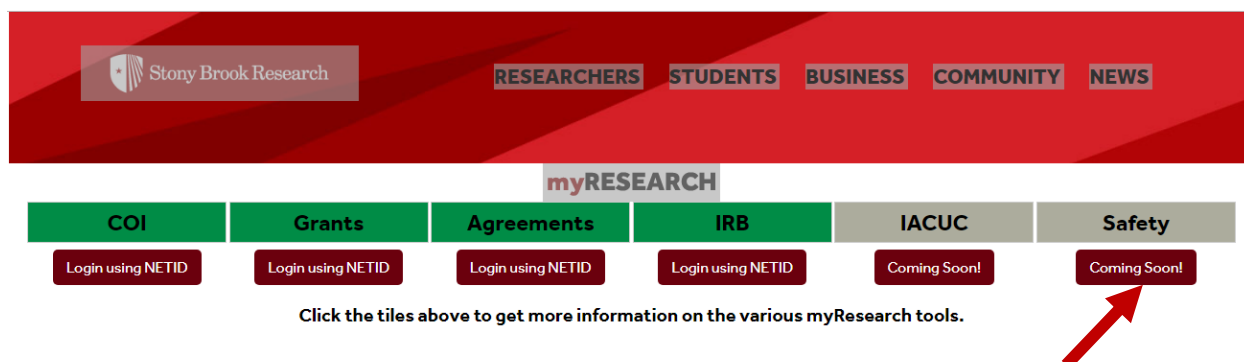
|                        |                                                                                                                                                                                          |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Study Personnel</b> | 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)

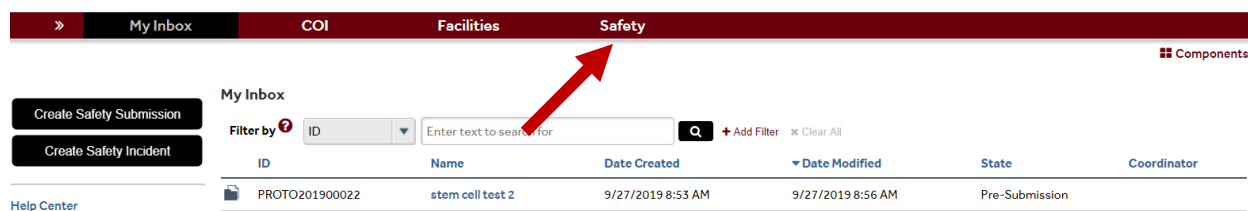


## Accessing the myResearch Portal

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

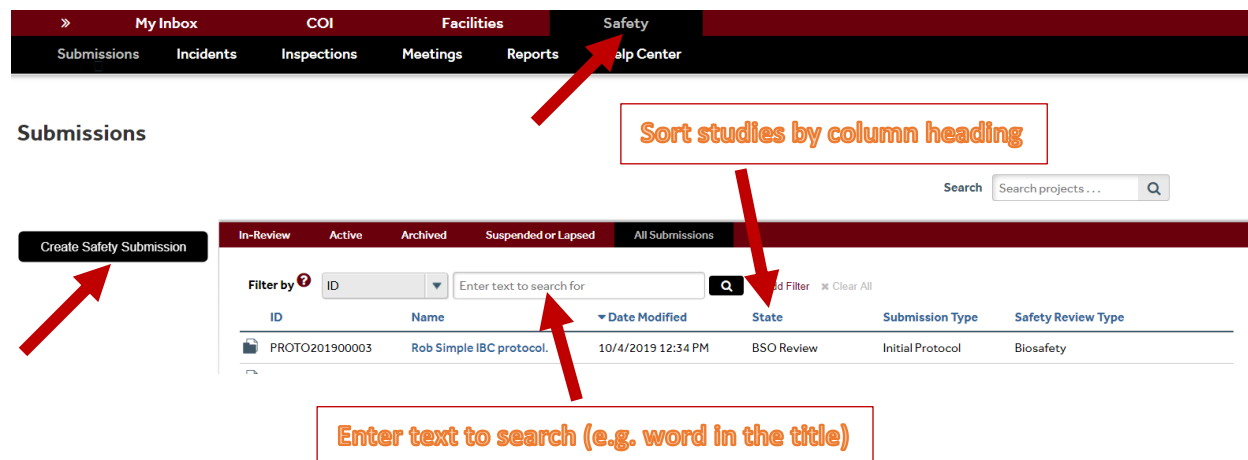
## My Inbox → Safety Tab

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.

Stony Brook Research | myRESEARCH Hello, Safety PI ▾

» My Inbox COI Facilities Safety Submissions Incidents Inspections Meetings Reports Help Center

**BSO Review**

**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

PROTO201900003  
**Rob Simple IBC protocol.**

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

Submission Type: Initial Protocol  
Safety Review Type: Biosafety  
Letter:  
Last day of continuing review period:  
Approval Date:

Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete  
Clarification Requested → Clarification Requested → Modifications Required

History Documents Reviews Reviewer Notes Contacts Snapshots Follow-on Submissions Related Projects

Filter by Activity Enter text to search for Q + Add Filter x Clear All

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

Left Navigation

Main Content



» My Inbox COI Facilities

Submissions Incidents Inspections Meetings Reports

Specialist Review

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

PROTO201900003

Rob Simple IBC protoc

Principal Investigator: Safety PI

Specialist: Safety Specialist

Primary Contact:

Admin office: Safety

PI proxies:

Pre-Submission

Specialist Review

Clarification Requested

History Documents Reviews Reviewer No

Filter by ? Activity Enter text to search

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

Assign PI Proxy

Assign Primary Contact

Manage Guest List

Add Comment

Copy Submission

Withdraw

Discard

Manage Related IACUC Protocols

Manage Related IRB Studies

PROTO201900003

Rob Simple IBC protocol

Principal Investigator: Safety PI

Specialist: Safety Specialist

Primary Contact:

Admin office: Safety

PI proxies:

Pre-Submission

Specialist Review

Clarification Requested

History

Documents

Reviews

Reviewer No

Filter by ?

Activity

Enter text to search

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 screenshot shows the myRESEARCH interface with the 'Safety' module selected. The main content area displays the 'Specialist Review' section for application PROTO201900003, titled 'Rob Simple IBC protocol.' The interface includes a navigation bar with tabs: My Inbox, COI, Facilities, Safety, Submissions, Incidents, Inspections, Meetings, Reports, and Help Center. The 'Specialist Review' section shows the following details:

- Principal Investigator:** Safety PI
- Specialist:** Safety Specialist
- Primary Contact:** Safety
- Admin office:** Safety
- PI proxies:**
- Submission Type:** Initial Protocol
- Safety Review Type:** Biosafety
- Letter:**
- Last day of continuing review period:**
- Approval Date:**

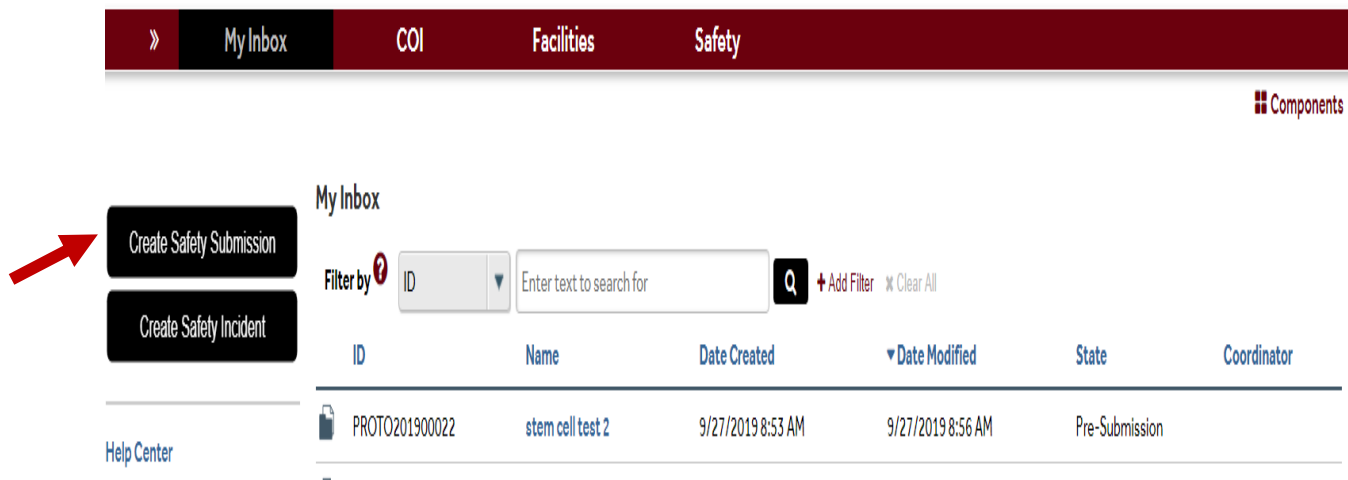
Next Steps include: View Protocol, Printer Version, and View Differences. A workflow diagram shows the process: Pre-Submission → Specialist Review (highlighted) → Committee Review → Post-Review → Review Complete. Clarification Requested and Modifications Required are also shown as part of the workflow.

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.

The screenshot shows the 'History' tab selected in the myRESEARCH interface. The workflow diagram from the previous screenshot is shown above the 'History' tab. The 'History' tab displays a list of activities with columns: Activity, Author, and Activity Date. The first activity listed is 'Response Submitted' by 'PI, Safety' on '10/4/2019 9:29 AM'. The 'Filter by' dropdown is set to 'Activity'.

## Creating a New Application

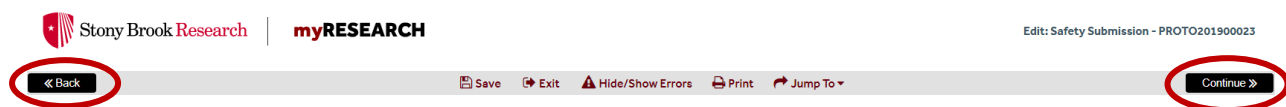
To create a new application, click on the **Create Safety Submission** button on the left navigation area. After you click to create the new application, you will automatically be redirected to the first page of the “Formset” or area where the questions are located.



The screenshot shows the myRESEARCH Safety Module interface. At the top, there is a navigation bar with tabs: My Inbox, COI, Facilities, and Safety. Below this, on the left, is a sidebar with two buttons: "Create Safety Submission" (highlighted with a red arrow) and "Create Safety Incident". The main content area is titled "My Inbox" and contains a search bar with a filter dropdown set to "ID". Below the search bar is a table with the following columns: ID, Name, Date Created, Date Modified, State, and Coordinator. The table contains one entry with ID "PROTO201900022", Name "stem cell test 2", Date Created "9/27/2019 8:53 AM", Date Modified "9/27/2019 8:56 AM", and State "Pre-Submission". A "Help Center" link is visible at the bottom left.

| 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 |             |

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

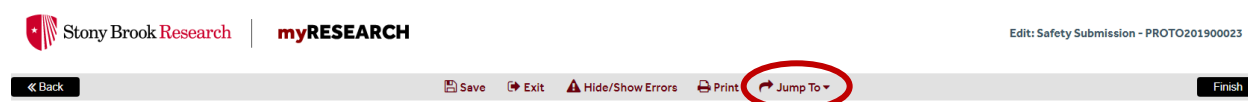


The screenshot shows the bottom navigation bar of the myRESEARCH Safety Module. It includes the Stony Brook Research logo and the myRESEARCH logo. On the right, it says "Edit: Safety Submission - PROTO201900023". The navigation bar contains several buttons: "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "Continue". The "Back" and "Continue" buttons are circled in red.

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

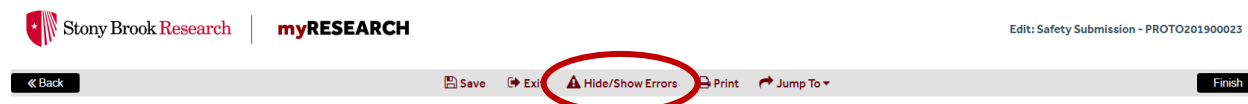
## Supporting Documents

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.



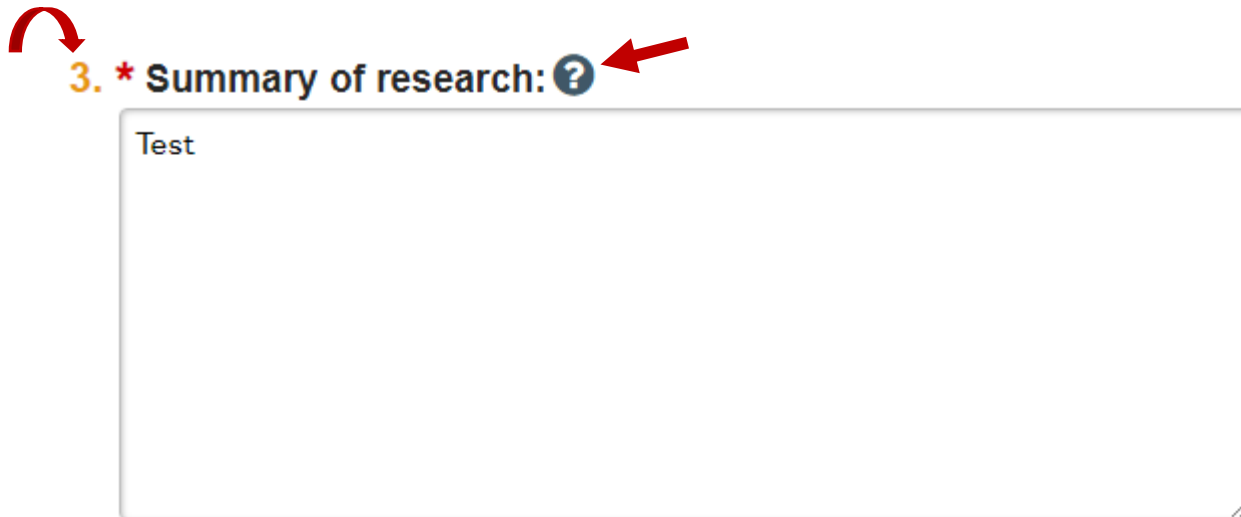
When the “Hide/Show Errors” is clicked or when the click on “Submit Application” all of the questions that are unanswered will appear in an “Error/Warning Messages” section.

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

| Error/Warning Messages                                                                                          |                               |                                              | Refresh |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------|---------|
| Message                                                                                                         | Field Name                    | Jump To                                      |         |
| ⚠ This is a required field; therefore, you must provide the required information. Subject Types                 | Subject Types                 | Biosafety Summary                            |         |
| ⚠ This is a required field; therefore, you must provide the required information. Exposure Assessment           | Exposure Assessment           | Exposure Assessment and Protective Equipment |         |
| ⚠ This is a required field; therefore, you must provide the required information. Personal Protective Equipment | Personal Protective Equipment | Exposure Assessment and Protective Equipment |         |
| ⚠ This is a required field; therefore, you must provide the required information. Experiment Categories         | Experiment Categories         | Dual Use Research of Concern                 |         |
| ⚠ This is a required field; therefore, you must provide the required information. Dual Use Research Summary     | Dual Use Research Summary     | Dual Use Research of Concern                 |         |
| ⚠ This is a required field; therefore, you must provide the required information. Decontamination Procedure     | Decontamination Procedure     | Waste Management                             |         |

## Overview of the Application SmartForm

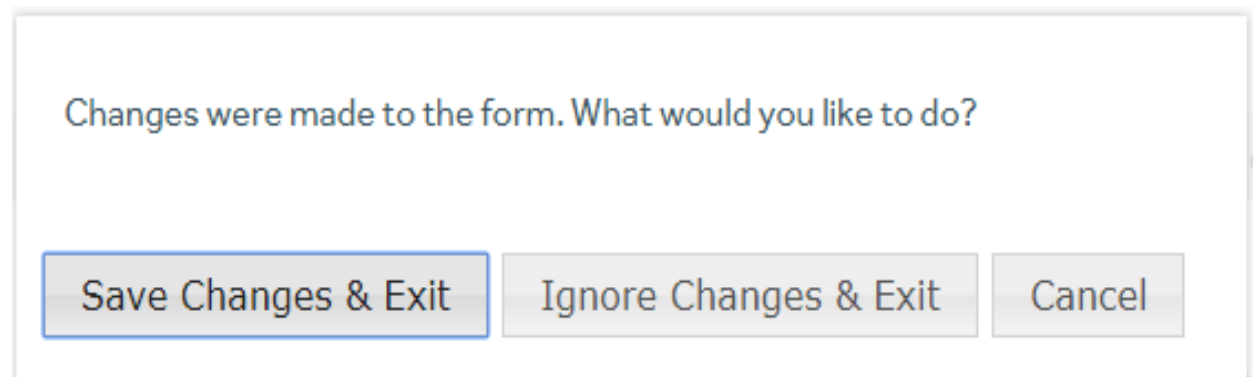
- Each question on the SmartForm is numbered and those questions that have a **red asterisk (\*)** must be answered.
- A question mark appears beside many of the SmartForm questions. If you click on the question mark, information will appear that will assist you in answering the question.



3. \* Summary of research: ?

Test

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



Changes were made to the form. What would you like to do?

Save Changes & Exit Ignore Changes & Exit Cancel

## 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 PROTO201900003 - 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.

Stony Brook Research | myRESEARCH

PROTO201900003

### Rob Simple IBC protocol.

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

Submission Type: Initial Protocol  
Safety Review Type: Biosafety  
Letter:  
Last day of continuing review period:  
Approval Date:

Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete

Clarification Requested (Specialist Review)

History Documents Reviews Reviewer Notes Contacts Snapshots Follow-on Submissions Related Projects

Next Steps

- View Protocol
- Printer Version
- View Differences

Submit Biosafety Risk Assessment

Request Clarification by BSO

Assign BSO Reviewer

## 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.

Clarification Requested (Specialist Review)

PROTO201900026

### TEST SAFETY SUBMISSION 10/14/2019-2

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

Submission Type: Initial Protocol  
Safety Review Type: Biosafety  
Letter:  
Last day of continuing review period:  
Approval Date:

Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete

Clarification Requested (Specialist Review)

History Documents Reviews Reviewer Notes Contacts Snapshots Follow-on Submissions Related Projects

Next Steps

- Edit Protocol
- Printer Version
- View Differences

Submit Response

Assign PI Proxy

Assign Primary Contact

Manage Guest List

Manage Ancillary Reviews

Add Comment

Copy Submission

Withdraw

Discard

Manage Related IACUC Protocols

Manage Related IRB Studies

Filter by Activity

Enter text to search for

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.



myRESEARCH

Edit: Safety Submission - CR201900001

&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

**IMPORTANT NOTE:** Continuing Reviews require Department Chair approval prior to submission.

## 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



myRESEARCH

Edit: Safety Submission - AMEND201900001

&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: ?

Amendment for PROTO201900001

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

- \* Select the admin office:**  
☐ Safety  
[Clear](#)
- \* Incident name:** 
- \* Select the type:**  
☒ Biosafety  
☐ Chemical Safety  
☐ Radiation Safety  
☐ Other  
[Clear](#)

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.