



IBC Title:	Submission of Annual Report to NIH		
SOP #107	IBC	IBC Approval Date:	January 11, 2021

1 SCOPE

This SOP applies to administrative processes of submitting an annual report to the National Institutes for Health and Office of Biotechnology Activities (NIH) and refers to the IBC only.

2 PURPOSE

- 2.1 This SOP establishes the process of preparing and submission of an annual report to NIH.
- 2.2 This process begins with the preparation of an annual report.
- 2.3 This process ends when the annual report is submitted to NIH

3 RESPONSIBILITIES

The university's Research Compliance Coordinator (RCC):

- 3.1 Maintains the current IBC membership list;
- 3.2 Writes and submits the annual report;
- 3.3 Maintains records related to reports; and
- 3.4 Collects and stores the biographical sketches of all new IBC members.

4 PROCEDURE

- 4.1. Each August the RCC updates the IBC membership roster with the following information for each committee member: name, business contact information including mailing address, telephone number and email; the role of each committee member; and the expiration date of the member's term;
- 4.2. The RCC collects the biographical sketches (a curricula vitae or resume) of all new members, including community members.
- 4.3. The RCC files the annual report electronically by utilizing the NIH's web-based Institutional Biosafety Committee Registration Management System (IBC-RMS).
- 4.4. This electronic annual report contains: (1) an updated committee roster indicating the role of each committee member and (2), bio-sketches for each new member on the committee.
- 4.5. If the membership should change during the year, a new report will be submitted through the IBC-RMS.
- 4.6. The deadline for the next update is one year after the receipt of the last report by NIH.

5 REFERENCED MATERIALS

NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules
Section IV-B-2-a-(3)

6 VERSION HISTORY

6.1 Version 1.0.