

## **ERA Training Video**

### **START HERE**

The IBC Team has created a brief video to assist PI's with getting started on an IBC disclosure in the ERA electronic system. It is highly recommended that all PI's view this video prior to beginning their disclosure. Click the Vimeo link below to be directed to the video. If you need additional training, please contact [IBC@asu.edu](mailto:IBC@asu.edu).

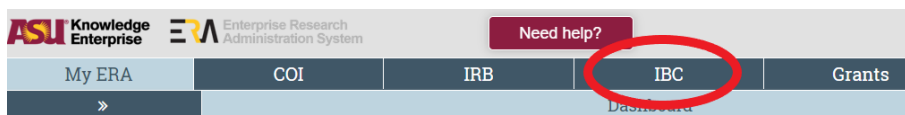
<https://vimeo.com/504544396/93497abd43>

### **Important Information About Occupational Health Requirements**

Any PI who is conducting research with Bloodborne Pathogens or human materials will be subject to the OSHA Bloodborne Pathogens Standard. PI's are REQUIRED to ensure all lab members have completed a Hepatitis B Vaccination/Declination form that will be submitted to Employee Health. Your IBC disclosure will not be approved unless all lab members have completed and submitted this form. Please contact ASU Employee Health for additional information regarding lab specific Occ Health requirements.

## **Instructions for ERA Access and IBC Disclosure Submission**

1. To access the IBC ERA system, navigate to <http://era.oked.asu.edu/> If you cannot access the system, email [IBC@asu.edu](mailto:IBC@asu.edu).
2. Click on the tab that says "IBC".



Welcome to Arizona State University's Enterprise Research Administration system (ERA).

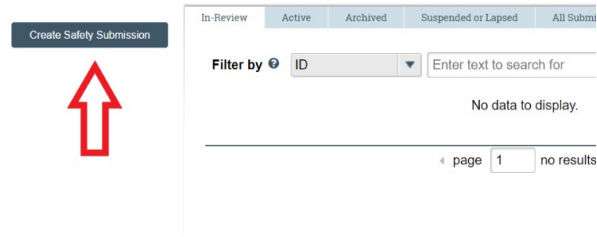
The ERA will provide an integrated platform for the administration of research and sponsored projects at ASU. Development, proposals, management of awards and integrity and assurance activities are managed in one system allowing for efficient and our investigators. ASU's ERA provides for streamlined business processes and reduces the effort required to manage our ext projects.

We look forward to continually improving our processes and systems. Please provide us with feedback at [ERA@asu.edu](mailto:ERA@asu.edu).

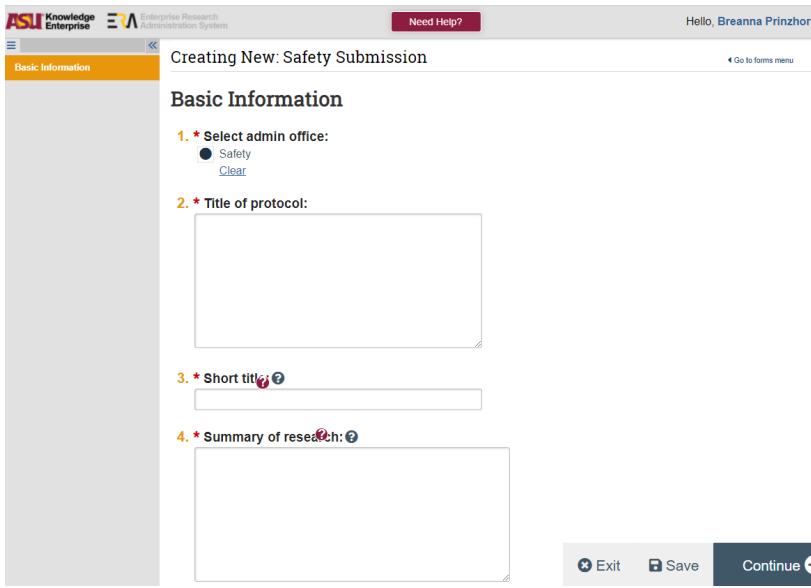
3. Click the "Create Safety Submission" box on the left side of the page.



## Submissions



4. If you are planning to assign a PI Proxy (a lab manager or another member of the lab who can edit your disclosure/protocol and fill in information), you will need to first complete the “Biosafety Summary” Page and add the person who will be your proxy to the “Protocol Team Members” Page. Click “Save” and “Exit”.



## IBC ERA ACCESS INSTRUCTIONS FOR PRIMARY INVESTIGATORS

**Editing: Test**

### Protocol Team Members

1. Identify each additional person involved in the design, conduct, or reporting of

Name	Roles	Additional Roles	Involved With Procedures	E-Mail	Phone
There are no items to display					

2. Team member training: ?

Filter by: First Name

First Name	Last Name	Training														
Breanna	Prinzhorn	<table border="1"> <thead> <tr> <th>Course</th> <th>Category</th> <th>Source</th> <th>Stage</th> <th>Stage Number</th> <th>Completion Date</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>ASU Biosafety</td> <td>ASU Required</td> <td></td> <td></td> <td></td> <td>7/27/2020</td> <td>7/27/2021</td> </tr> </tbody> </table>	Course	Category	Source	Stage	Stage Number	Completion Date	Expiration Date	ASU Biosafety	ASU Required				7/27/2020	7/27/2021
Course	Category	Source	Stage	Stage Number	Completion Date	Expiration Date										
ASU Biosafety	ASU Required				7/27/2020	7/27/2021										

- Once you are back on the main page, click the “Assign PI Proxy” tab on the left side of the page.

**Pre-Submission** SPROTO202000000240

### Test

Principal Investigator: Breanna Prinzhorn  
 Specialist:  
 Primary Contact:  
 Admin office: Safety  
 PI proxies: There are no items to display

Submission Type:  
 Safety Review Type:  
 Approval Date:  
 Last day of continuing review period:  
 Last day of de novo review period:

Next Steps:

- Edit Protocol
- Printer Version
- Submit
- Assign PI Proxy**
- Assign Primary Contact
- Manage Guest List
- Manage Ancillary Reviews
- Inspection Information
- Add Comment
- Copy Submission
- Discard
- Manage Related IACUC Protocols
- Manage Related IRB Studies

Workflow Diagram:

```

  graph LR
    A[Pre-Submission] --> B[Specialist Review]
    A --> C[Clarification Requested]
    B --> D[Committee Review]
    C --> D
    D --> E[Post-Review]
    E --> F[Review Complete]
    E --> G[Modifications Required]
    G --> E
  
```

History

Activity	Author	Activity Date
Protocol Created	Prinzhorn, Breanna -	10/30/2020 3:13 PM

- Assign your PI proxy. A PI Proxy should be a lab manager or a high level employee in the lab with a strong knowledge of the work that is being performed. Undergrads should not be assigned as a PI proxy. A notification should be sent to the assigned individual.
- PI or PI Proxy will enter all materials and information into your IBC disclosure/protocol.
- Once complete, the PI Proxy should inform the PI of disclosure completion and the PI should review the disclosure and click the “Submit” button on the main page of the disclosure/protocol. The PI is responsible for reviewing all information prior to submission.

The screenshot displays the ERA system interface for a protocol titled "Test Research" (SPROTO20210000003). The interface includes a navigation menu at the top with tabs for My ERA, COI, IRB, IBC, and Grants. Below this, there are sub-tabs for Dashboard, Submissions, Facilities, and Training. The main content area shows the "Pre-Submission" status with a "Next Steps" section containing buttons for "Edit Protocol" and "Printer Version". A red arrow points to the "Submit" button. To the right, there is a summary of key information: Principal Investigator (Breanna Prinzhorn), Submission Type (Initial P), Safety Review Type, Approval Date, Last day of continuing review period, and Last day of de novo review period. A flowchart below the summary illustrates the review process: Pre-Submission leads to Specialist Review and Committee Review, both of which can lead to Clarification Requested. From Committee Review, the process can move to Post-Review, which can lead to Modifications Required. Finally, both Post-Review and Modifications Required lead to Review Complete. At the bottom, there is a search and filter section with a search bar and filter options for Activity, Author, and Activity Date.

9. Your disclosure/protocol will be sent to the IBC coordinator for review. You will be contacted by EHS through the ERA system for any edits that may be required.
10. If you have questions, please contact [IBC@asu.edu](mailto:IBC@asu.edu).

### **Additional Information**

- In addition to entering your information into the ERA system, you will need to complete the following five documents in Word format and attach them at the end of your disclosure submission in the ERA system.
  - [ASU Needlestick Protocol Template \(If applicable\)](#)**
  - [Biological Exposure Medical Form \(If applicable\)](#)**
  - [Spill and Incident Guidelines](#)**
  - [Catalog of Organisms](#)**
  - [Lab Specific Biosafety Manual and SOP's](#)**
- All forms can be found on our website, <http://researchintegrity.asu.edu/biosafety/forms>
- A helpful tip for searching for materials in the ERA is to use the % symbol as a wildcard for searching. For example, rather than looking for pseudomonas, type in %pseudomonas.
- A helpful tip for searching for rooms in the ERA is to use the % symbol as a wildcard and to search by room number. For example, rather than looking for "Biodesign A Room 300", search for %300 and select the appropriate room from the populated list.

**To add someone to the ERA System if they are not showing up:**

- Need to have an ASU email and ASUrite ID
- Person being added will need to be logged into my.asu.edu account
- Person being added will create an account at era.oked.asu.edu/IRB
- The system will take approximately 15 minutes to update once it is completed

**Troubleshooting Missing “Submit” Button**

Both the PI and the assigned Proxies have the power to submit a protocol. Only the PI can assign their proxies. The steps to do so are as follows:

- User1 creates protocol and assigned User2 as PI. User1 is automatically added to the study team as the protocol creator.
- User2 (PI) logs in and executes the Assign PI Proxy activity to assign User1 as a Proxy.
- User1 (Proxy) or User2 (PI) now have access to the Submit activity