

IBEC ELECTRONIC PORTAL

PRINCIPAL INVESTIGATOR USER GUIDE

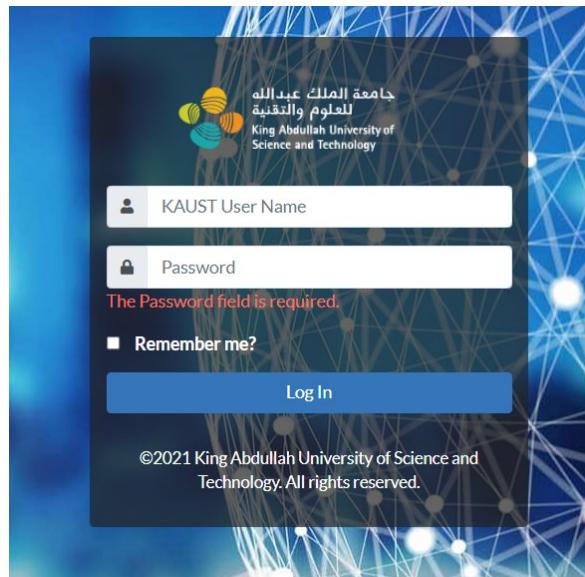
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Access to the IBEC system

1. Email ibec@kaust.edu.sa to request system access.
2. Research Compliance (RC) will provide confirmation that your account has been activated.
3. Log into the IBEC Portal with your KAUST credentials.

NOTE: when outside of KAUST network, you are required to be on KAUST VPN to access the IBEC portal.

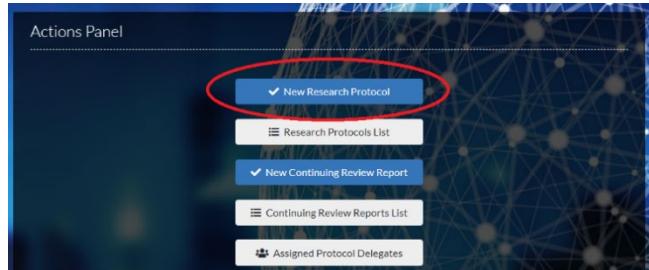


Nominate a Delegate to draft your IBEC protocols

1. To designate a Protocol Delegate, send a request email to ibec@kaust.edu.sa with the nominated delegate.
2. Only senior staff are recommended to be nominated as a Protocol Delegate.
3. The Protocol Delegate has the ability to:
 - o draft a new protocol,
 - o edit approved protocols to create draft amendments/renewals
 - o see the Committee's comments and edit the protocol during the review process
 - o clone approved/expired protocols **cannot** clone closed protocols
 - o view approved protocols
 - o **cannot** create and manage the Continuing Review Report
4. The PI can nominate one or more delegates within their team.
5. **The PI has the ultimate responsibility in signing and submitting the protocol** to the IBEC through the IBEC Portal.

Create a new IBEC Protocol

1. Log into the [IBEC Portal](#) with your KAUST credentials.
2. There are three ways to create a new research protocol:
 - a) From the main screen “Action Panel”, click on “New Research Protocol”:



- b) From the main screen “Action Panel”, click on “Research Protocol List”. Then click on the “+ Create New Research Protocol” button:

Research Protocols List

Pending Approved Protocols Posted by Protocol Delegate

Protocol Number	Version
<input type="text"/>	<input type="text"/>

Status Submission Date

-- All --

a.

- c) Click on the Principal Protocol dropdown menu, then select ‘New Research Protocol’:

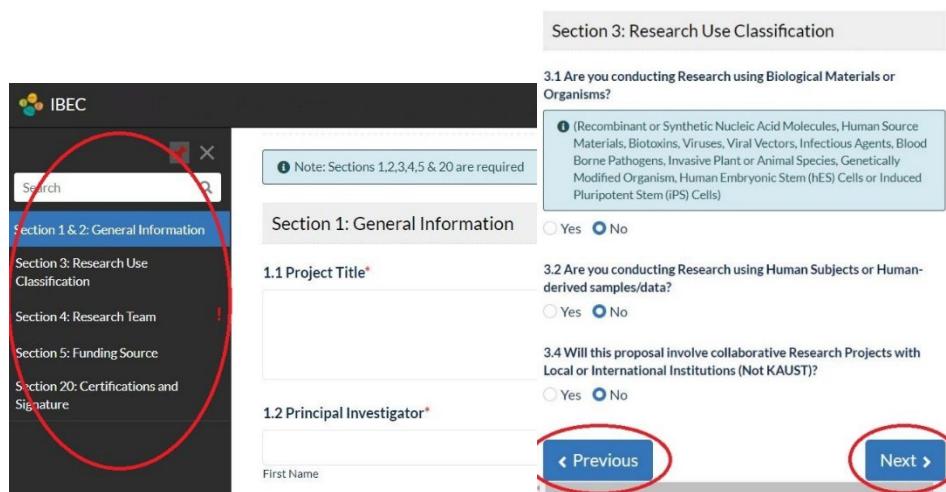


Complete your new IBEC protocol

1. Following the three different routes to create a new IBEC Protocol, you can then describe within the different sections of the IBEC protocol the details of your scientific work, your team members, and your collaborators.
2. Follow the instructions below to:
 - [Navigate Between Sections](#)
 - [Complete Mandatory Sections and Mandatory Fields](#)
 - [Add Repeating Items \(i.e. OTTC, Collaboration\)](#)
 - [Add Research Team Members](#)
 - [Submit and Sign your IBEC Protocol](#)

Navigate Between Sections

- To navigate in between sections, use the navigation pane on the left side or the “next” and “previous” buttons at the bottom of each section.



Section 3: Research Use Classification

3.1 Are you conducting Research using Biological Materials or Organisms?

(1) (Recombinant or Synthetic Nucleic Acid Molecules, Human Source Materials, Biotoxins, Viruses, Viral Vectors, Infectious Agents, Blood Borne Pathogens, Invasive Plant or Animal Species, Genetically Modified Organism, Human Embryonic Stem (hES) Cells or Induced Pluripotent Stem (iPS) Cells)

Yes No

3.2 Are you conducting Research using Human Subjects or Human-derived samples/data?

Yes No

3.4 Will this proposal involve collaborative Research Projects with Local or International Institutions (Not KAUST)?

Yes No

1.1 Project Title*

1.2 Principal Investigator*

First Name

Previous

Next

- The system **auto-saves the content** of each page.
- You will see an **!** exclamation mark sign in the sections where information needs to be completed. You will not be able to submit the protocol until this information has been entered.
- If you leave a protocol without submitting it, you can find it as a **draft** when selecting “new research protocol”. You can discard it by clicking on the “Discard draft” button.

NOTE: you cannot create several drafts at the same time in the portal.

New Application For IBEC Review

[Discard Draft](#)

Last Auto Saved At 16:26:55

Note: Sections 1,2,3,4,5 & 20 are required

Section 1: General Information

Mandatory Sections and Mandatory Fields

Mandatory Sections

The protocol cannot be submitted without completing the following sections:

- ✓ Section 1: General Information
- ✓ Section 2: Research Description
- ✓ Section 3: Research Use Classification
- ✓ Section 4: Research Team
- ✓ Section 5: Funding Source
- ✓ Section 20: Certifications and Signature

Mandatory fields

Mandatory fields are indicated with a red asterisk “*” and the protocol cannot be submitted with unanswered mandatory fields.

Add Repeating Items

- In some sections of the protocol, you will be able to add multiple items (i.e. Research staff, list of agents, etc.).
- To create a new item you must:
 1. Click the **ADD** button,
 2. Enter the required data
 3. Click **SAVE**.

Section 4: Research Team

+ Add Team Member

Research Team Members

Team Member 1 - Name

Add Team Member

4.1 KAUST ID *

Search by KAUST ID

4.3 Name *

First Name

4.4 Position *

(Faculty, PostDoc, Student, ...)

[Save](#) [Cancel](#)

[◀ Previous](#)



This process may be repeated until all items have been added.

Add Research Team Members

- You can search for a team member by entering their KAUST ID or email address. The name will be auto-populated.
- You must complete question “4.4 Position”. Example: Co-PI, faculty, postdoc, student, lab member, etc.

Section 4: Research Team

Add/Edit Team Member

4.1 KAUST ID

4.2 E-Mail

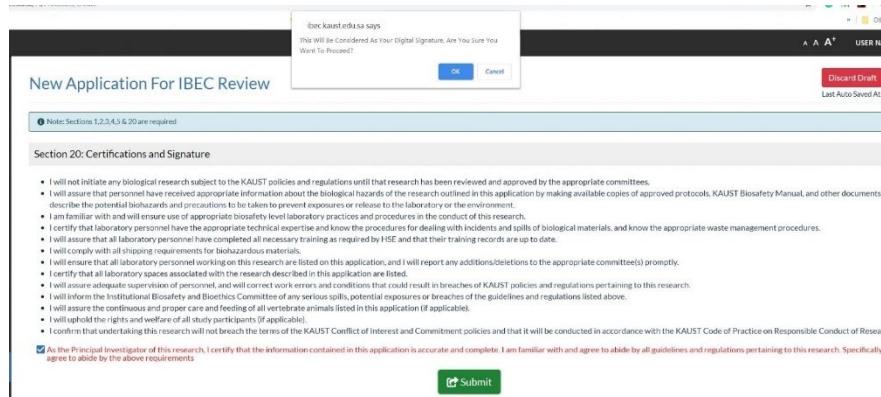
4.3 Name

4.4 Position



Submit and Sign your IBEC Protocol

- Once you have added all the information in your IBEC protocol, go to **Section 20: Certification and Signature**.
- Clicking on the “**Submit**” button is considered the **PI signature**. A pop-up window will appear to confirm the submission.



Note: Sections 1,2,3,4,5 & 20 are required

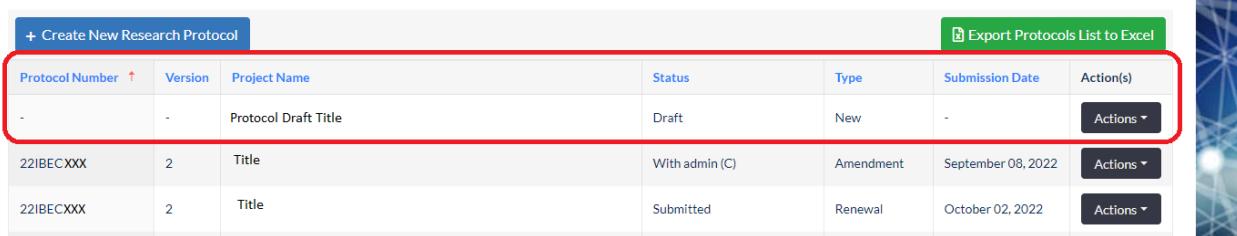
Section 20: Certifications and Signature

- I will not initiate any biological research subject to the KAUST policies and regulations until that research has been reviewed and approved by the appropriate committees.
- I will assure that personnel have received appropriate information about the biological hazards of the research outlined in this application by making available copies of approved protocols, KAUST Biosafety Manual, and other documents describing the potential biohazards and precautions to be taken to prevent exposures or release to the laboratory or the environment.
- I am familiar with and will ensure use of appropriate biosafety level laboratory practices and procedures in the conduct of this research.
- I certify that laboratory personnel have the appropriate technical expertise and know the procedures for dealing with incidents and spills of biological materials, and know the appropriate waste management procedures.
- I will assure that all laboratory personnel receive all necessary training as required by HSE and that their training records are up to date.
- I will comply with all shipping requirements for biohazardous materials.
- I will ensure that all laboratory personnel working on this research are listed on this application, and I will report any additions/deletions to the appropriate committee(s) promptly.
- I certify that all laboratory spaces associated with the research described in this application are listed.
- I will assure adequate supervision of personnel, and will correct work errors and conditions that could result in breaches of KAUST policies and regulations pertaining to this research.
- I will inform the Institutional Biosafety and Bioethics Committee of any serious spills, potential exposures or breaches of the guidelines and regulations listed above.
- I will ensure the proper care and feeding of all vertebrate animals listed in this application (if applicable).
- I will uphold the rights and welfare of all study participants (if applicable).
- I confirm that undertaking this research will not breach the terms of the KAUST Conflict of Interest and Commitment policies and that it will be conducted in accordance with the KAUST Code of Practice on Responsible Conduct of Research.

As the Principal Investigator of this research, I certify that the information contained in this application is accurate and complete. I am familiar with and agree to abide by all guidelines and regulations pertaining to this research. Specifically, I agree to abide by the above requirements.

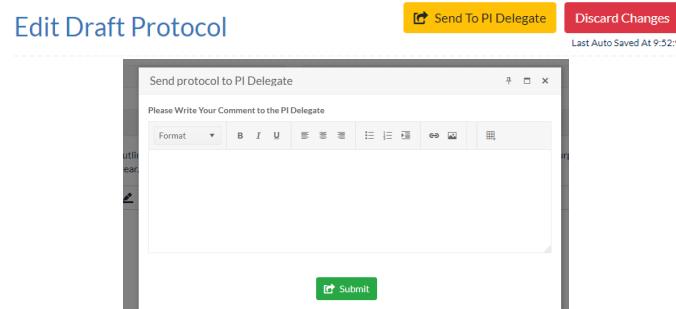
Submit

- To submit a draft sent by your delegate: from your research protocol list, select “edit” in the “Actions” dropdown menu of the draft.



Protocol Number ↑				Status	Type	Submission Date	Action(s)
-	-	Protocol Draft Title		Draft	New	-	Actions
22IBECXXX	2	Title	With admin (C)	Amendment	September 08, 2022	Actions	
22IBECXXX	2	Title	Submitted	Renewal	October 02, 2022	Actions	

- Then you can review, edit, and submit the protocol as described before.
- You can send back the protocol to your delegate for revision by clicking “Send to PI Delegate” on the top right side.



Edit Draft Protocol

Send protocol to PI Delegate

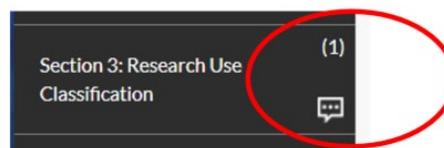
Please Write Your Comment to the PI Delegate

Submit

- The PI has the ultimate responsibility in signing and submitting the protocol in the Portal. PI Delegates can only send a draft to the PI for final submission.

Respond to IBEC comments

1. You will receive an automatic reply from no-reply@kaust.edu.sa informing you have comments awaiting to be reviewed for your IBEC protocol.
2. Log in into the [IBEC system](#) with your KAUST credentials.
3. Go to your protocol: In the pending tab of the “Research Protocol List” select “View” from the “Action” dropdown to see the protocol and comments only and select “Edit” to view the comments and edit the protocol prior resubmission.
4. Comments will be visible on the left menu bar highlighted with a text box like in the below picture:



5. After reviewing the IBEC comments, you can **add your responses directly into the application by editing your protocol**

NOTE: The system does not save the changes until the protocol is resubmitted

6. Once you edited your protocol, go to the '**Submit PI Comments**' Tab at the top of the left hand side tab
7. There you can add any other information you would like to share with RC and/or the Committee. Then click 'Submit'.

IBEC PI Team Member ▾ A A+ PI

Search

Submit PI Comments

Section 1: General Information

Section 2: Research Description (1)

Section 3: Research Use Classification

Section 4: Research Team

Section 5: Funding Source

Section 6: Recombinant/Synthetic Nucleic Acid Fragments (1)

Section 15: Research Involving Human Subject Participants

Section 16: Collaborations Involving Human Data/Biosamples/Physiological Data (1)

Section 19: Risk Assessment / Safety Plan

History

Edit/Resubmit Protocol 22IBEC019-V1

Discard Changes Auto Saved At Oct 20, 2022 11:19 AM

Note: Sections 1,2,3,4,5 & 20 are required

Protocol Details

Protocol Number	Version	Project Name	PI
22IBEC0XX	1	title protocol	
Submission Date	Current Cycle	Current Status	Last Status Update Date
October 20, 2022 11:02 AM	Pre-Review	With PI	October 20, 2022 11:19 AM

Application Submission → IBEC pre-review → **PI Revision** → IBEC Review → PI Revision → Approval → Approval Expired → Closed

Submit PI Comments

Comment From RCA Dear PI,
Please review IBEC comments on Sections 2, 6, and 16.
Best,
RC Team

Please Write Your Comment

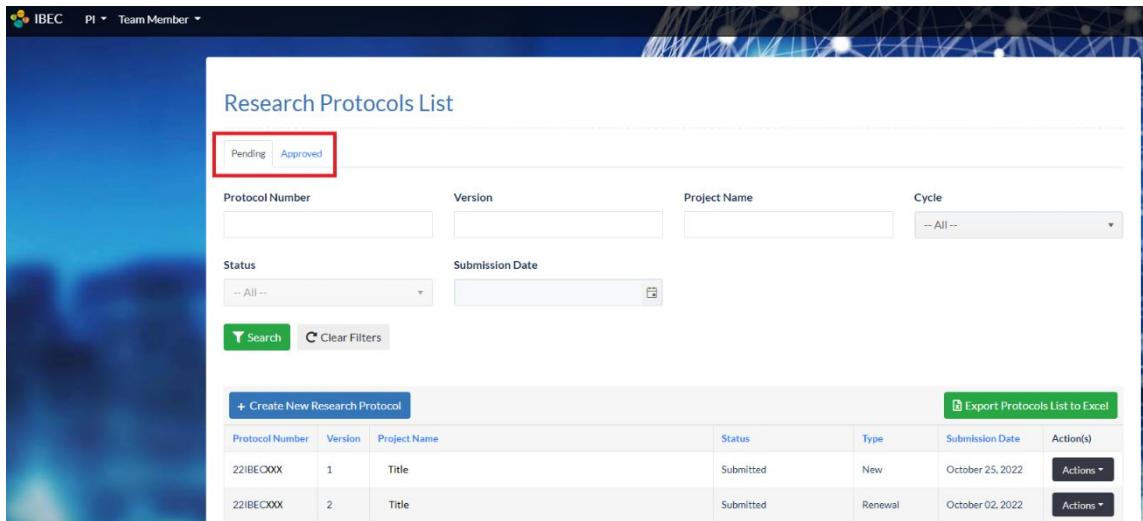
Format

Notice of Approval

- Once IBEC approves a protocol, the PI receives an email notification from no-reply@kaust.edu.sa with a 'Notice of Approval' attached.
- If a protocol is '**Approved with stipulations**', the email notification and the 'Notice of Approval' contain these stipulations.
- The PI has the ability to request the approval email notification to be resent at any later time by going into Research Protocol List, and selecting "resend the approval email" from the 'Actions' dropdown menu.

View all your IBEC Protocols

- Log in into the [IBEC system](#) with your KAUST credentials.
- Click on 'Research Protocol List' from the Action Panel or the PI dropdown menu.
- Your protocols are separated into three tabs:
 - **Pending Protocols:** List of all draft, submitted, and under review protocols
 - **Approved Protocol:** List of all approved, expired, archived, or closed protocols



- You can use the search tool at the top of the page to filter or sort your protocols.
- Clicking on the header of each column of the table, allows you to sort the protocols (descending/ascending)

Protocol Number	Version	Project Name	Status	Type	Submission Date	Action(s)
21IBEC006	2	Title	Resubmitted	Amendment	January 18, 2021	Actions
21IBEC007	1	Title	Resubmitted	New	January 20, 2021	Actions

- Lists can be exported to Excel.

Research Protocols List						
Protocol Number			Status		Action(s)	
Protocol Number	Version	Project Name	Status	Expire Date	Is NCBE Reportable	Action(s)
20IBEC007	3		Approved	November 27, 2020	No	Actions

- For each protocol, clicking on the Action button gives you access to the following options:

Institutional Biosafety and Bioethics Committee (IBEC)

Actions ▾	Function	Pending Protocols	Approved Protocols	Draft created by Protocol Delegate
View	Allow the view of the protocol	👍	👍	👍
Edit	Used to edit the protocol	👍 (if With PI)	👍	👍
Clone	Creates a copy of the protocol that can be edited	👎	👍	👎
Renew	Used to extend the approval for three years	👎	👍	👎
Resend the approval email	Resend the email with the approval notice	👎	👍	👎
Export to PDF	Export a pdf copy of the protocol	👍	👍	👍
Print	Print a copy of your protocol	👍	👍	👍
History	Display previous versions of your protocol	👍	👍	👍

Continuing Review Report: create, complete, and submit

NOTE: Only PI can create and manage Continuing Review Reports. PI Delegates cannot view or create a continuing review report.

What is a Continuing Review Report?

The National Committee for Bioethics (NCBE) requires the review of research progress at least once a year. This is 'to ascertain safety' and 'to ensure nonexistence of any reason for discontinuation or modification of the research.' (Implementing Regulations of the Law of Ethics of Research on Living Creatures, Second Edition)

When to submit a Continuing Review Report?

You will receive a notification email from no-reply@kaust.edu.sa when a continuing review report is due.

How to submit a Continuing Review Report?

- Log in into the [IBEC system](#) with your KAUST credentials.
- Click on 'New Continuing Review' from the Action Panel or the PI dropdown menu.
- Select the relevant IBEC protocol Identification Number from the top dropdown.
- A 'Continuing Review Report' will be generated. You will be able to disclose any changes in your project (study design, procedures, or personnel), or any adverse events.
- For any changes in your project, you must also edit and submit a revised protocol.

Continuing Review Report

Section 1

Select the Identification Number of the protocol you would like to complete the Continuing Review Report

IBEC Identification Number: Project Title:
Title:

Is your research project still going?
 Yes No

Section 2

Was there any change in this project that you have not reported to the IBEC?
 Yes No

Have you added or removed staff which have not been reported to the IBEC?
 Yes No

If any of these questions are answered "Yes", you have to complete an amendment to the protocol following the link that appears below

● Please create a new form with the form changes (and/or) staff changes from [Here](#)

Section 3

Was there any adverse or unanticipated consequences of the research?
 Yes No

By submitting this form, I certify that the information I have provided is complete and correct, to the best of my knowledge. I am familiar with and agree to abide by the provisions of KAUST policies and guidelines on biological safety and bioethics as issued by IBEC, as well as other specific granting agency instructions, pertaining to the proposed project.

I will ensure all personnel under my supervision have appropriate training to conduct their research.

I agree that modifications to the originally approved protocol will not take place without prior review and approval by appropriate KAUST committees.

PI Name, on June 22, 2021



View all your Continuing Review Reports

- Log in into the [IBEC system](#) with your KAUST credentials.
- Click on ‘Continuing Review Report List’ from the Action Panel or the PI dropdown menu.
- In this section, all continuing review reports will be visible in two separate tabs:
 - **Pending:** List of all submitted and under review continuing review reports
 - **Approved:** List of all approved, expired or archived continuing review reports

Continuing Review Reports List

Pending
Approved

Form ID	Protocol Number	Project Name	Due Date
Form ID	Protocol Number	Project Name	Due Date
Cycle	Status		
-- All --	-- All --		
Search Clear Filters		Export Continuing Review Reports List to Excel	

Form ID	Protocol Number	Project Name	Due Date	Status	Action(s)
3	21IBEC005	Title	January 18, 2022	With PI (C)	Actions

1
10
items per page
1 - 1 of 1 items

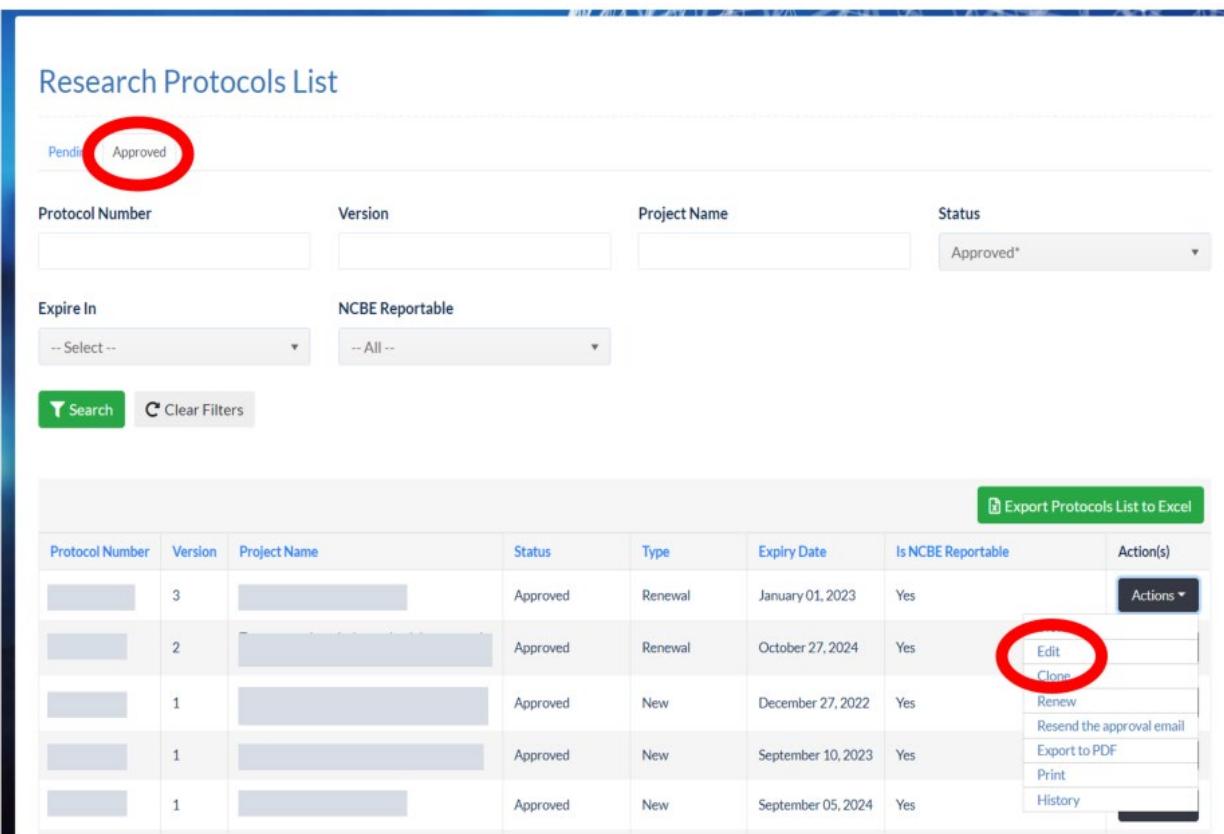
- For each Continuing Review Reports, clicking on the Actions button gives you access to the following option:

Actions	Function
View	View the continuing review report. When With PI, report can be edited
Export to pdf	Export a pdf copy of the report
Print	Print a copy of your report
History	Display previous versions of your report

Amend my approved protocol

You are able to amend your protocol once it has been approved.

1. Log in the [IBEC system](#) with your KAUST credentials.
2. Go to “Research protocol list” from the “Action Panel” or the PI dropdown menu
3. Go to the “Approved” Tab.
4. Click the option for “Edit” from the “Actions” dropdown menu of the protocol you want to amend. This will open your protocol in editing mode.



The screenshot shows the 'Research Protocols List' page. At the top, there are two tabs: 'Pending' and 'Approved', with 'Approved' circled in red. Below the tabs are filters for 'Protocol Number', 'Version', 'Project Name', and 'Status' (set to 'Approved*'). There are also filters for 'Expire In' and 'NCBEB Reportable' (set to 'All'). At the bottom of the filter section are 'Search' and 'Clear Filters' buttons. The main table lists five protocols. The fifth protocol in the list has its 'Actions' dropdown menu open, with the 'Edit' option circled in red. The table columns are: Protocol Number, Version, Project Name, Status, Type, Expiry Date, Is NCBEB Reportable, and Action(s).

Protocol Number	Version	Project Name	Status	Type	Expiry Date	Is NCBEB Reportable	Action(s)
[Redacted]	3	[Redacted]	Approved	Renewal	January 01, 2023	Yes	Actions ▾
[Redacted]	2	[Redacted]	Approved	Renewal	October 27, 2024	Yes	Edit Clone Renew Resend the approval email Export to PDF Print History
[Redacted]	1	[Redacted]	Approved	New	December 27, 2022	Yes	
[Redacted]	1	[Redacted]	Approved	New	September 10, 2023	Yes	
[Redacted]	1	[Redacted]	Approved	New	September 05, 2024	Yes	

5. Once you have added all the information in your IBEC protocol, go to **Section 20: Certification and Signature** as explained in [Submit your IBEC Protocol](#).

NOTE: The system does not save the changes until the protocol is resubmitted, no amendment draft can be saved.

IBEC ELECTRONIC PORTAL

PI DELEGATE USER GUIDE

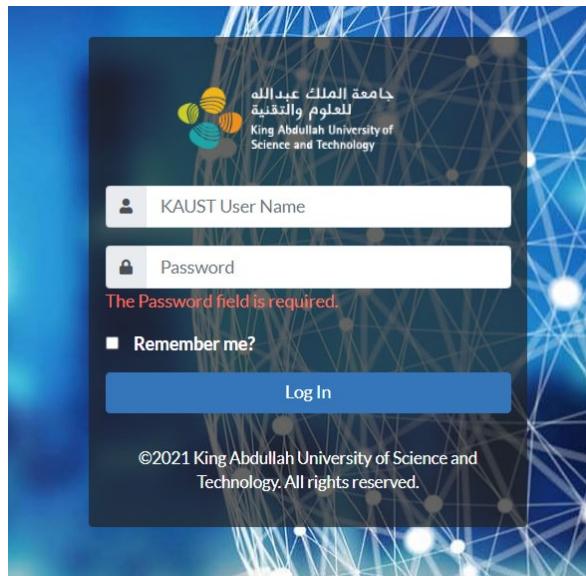
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Add Repeating Items.....	6
Add Research Team Members.....	7
Send the IBEC Protocol Draft to your PI.....	8
View all your PI's IBEC Protocols.....	9
Respond to IBEC Comments	10
Amend an approved protocol.....	11

Access to IBEC system

1. Your PI should email ibec@kaust.edu.sa to request your access to the system as his delegate.
2. Research Compliance (RC) will provide confirmation that your account has been activated.
3. Log into the [IBEC Portal](#) with your KAUST credentials.

NOTE: when outside of KAUST network, you are required to be on KAUST VPN to access the IBEC portal.

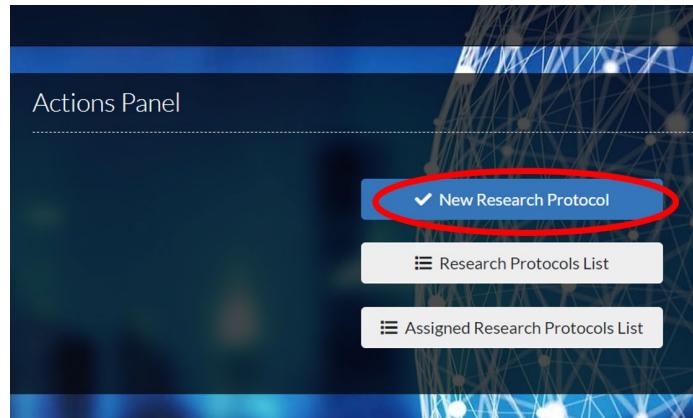


PI Delegate Capabilities

1. The PI Delegate has the ability to:
 - o draft a new protocol,
 - o edit approved protocols to create draft amendments/renewals
 - o see the Committee's comments and edit the protocol during the review process
 - o clone approved/expired protocols, **cannot** clone closed protocols
 - o view all the PI approved protocols
 - o **cannot** create and manage the Continuing Review Report
2. The **PI has the ultimate responsibility in signing and submitting the protocol** through the IBEC Portal.

Create a draft IBEC Protocol for your PI

1. Log into the [IBEC Portal](#) with your KAUSTR credentials.
2. There are three ways to create a new research protocol:
 - a) From the main screen “Action Panel”, click on “New Research Protocol”:

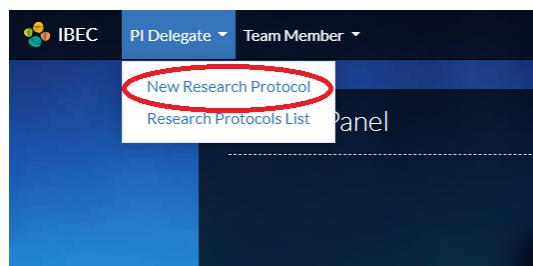


- b) From the main screen “Action Panel”, click on “Research Protocol List. Then click on the “+ Create New Research Protocol” button:

Research Protocols List

Protocol Number	Project Name	Cycle	
<input type="text"/>	<input type="text"/>	-- All --	
Expired In	NCBEP Reportable		
-- Select --	-- All --		
<input type="button" value="Search"/> <input type="button" value="Clear Filters"/>			
<input type="button" value="+ Create New Research Protocol"/>			
Protocol Number	Project Name	Status	Expire Date

- c) Click on the PI Delegate dropdown menu, then select ‘New Research Protocol’:

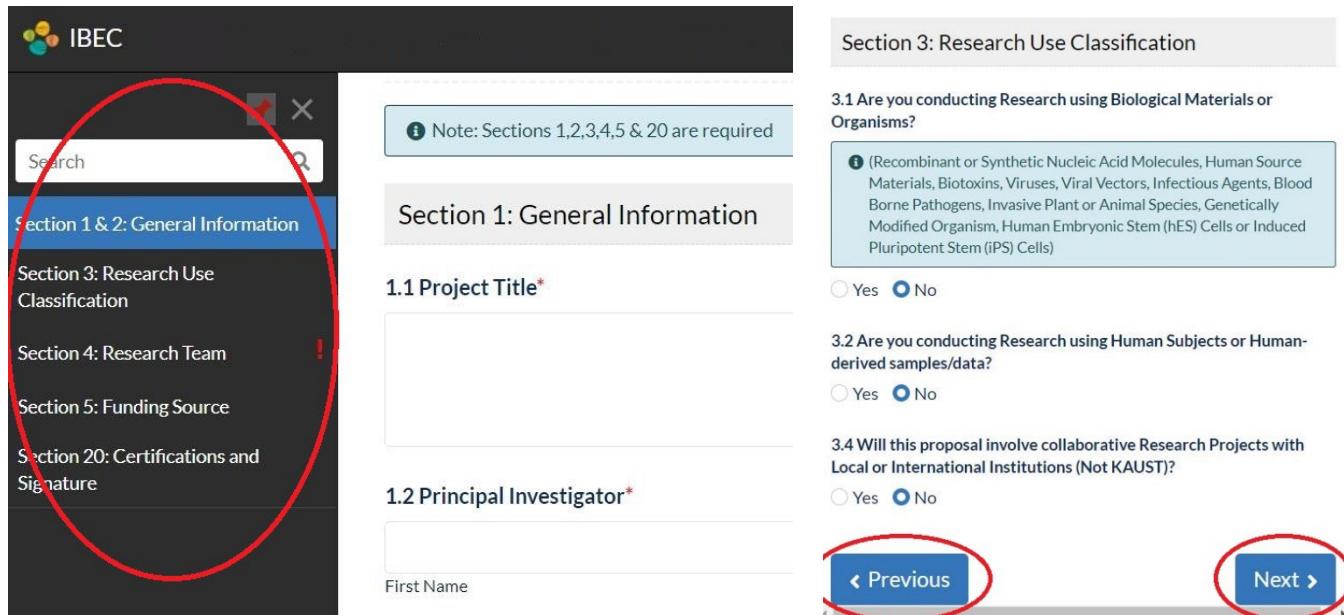


Complete an IBEC protocol

1. Log in into the [IBEC system](#) with your KAUST credentials.
2. Follow the instructions below to:
 - [Navigate Between Sections](#)
 - [Complete Mandatory Sections and Mandatory Fields](#)
 - [Add Repeating Items \(i.e. OTTC, Collaboration\)](#)
 - [Add Research Team Members](#)
 - [Send the draft Protocol to your PI](#)

Navigate Between Sections

- To navigate between sections, use the navigation pane on the left side or the “next” and “previous” buttons at the bottom of each section.



- The system **auto-saves the content** of each page.
- You will see an **!** exclamation mark sign in the sections where information needs to be completed. You will not be able to submit the protocol until this information has been entered.
- If you leave a protocol without submitting it, you can find it as a **draft** when selecting “new research protocol”. You can discard it by clicking on the “Discard draft” button.

New Application For IBEC Review

[Discard Changes](#)

Last Auto Saved At 10:31:19

Complete Mandatory Sections and Mandatory Fields

Mandatory Sections

The protocol cannot be submitted without completing the following sections:

- ✓ Section 1: General Information
- ✓ Section 2: Research Description
- ✓ Section 3: Research Use Classification
- ✓ Section 4: Research Team
- ✓ Section 5: Funding Source
- ✓ Section 20: Certifications and Signature

Mandatory fields

Mandatory fields are indicated with a red asterisk “*” and the protocol cannot be submitted with unanswered mandatory fields.

Add Repeating Items

- In some sections of the protocol, you will be able to add multiple items (i.e. Research staff, list of agents, etc.).
- To create a new item you must:
 1. Click the **ADD** button,
 2. Enter the required data
 3. Click **SAVE**.

Section 4: Research Team

Add Team Member

4.1 KAUST ID *

Search by KAUST ID

4.3 Name *

First Name

4.4 Position *

(Faculty, PostDoc, Student, ...)

Save **Cancel**

Save

◀ Previous



- This process may be repeated until all items have been added.

Add Research Team Members

- You can search for a team member by entering their KAUST ID or email address. The name will be auto-populated.
- You must complete “4.4 Position” . Example: Co-PI, faculty, postdoc, student, lab member, etc.

Section 4: Research Team

Add/Edit Team Member

4.1 KAUST ID 4.2 E-Mail

4.3 Name
First Name Middle Name (optional) Last Name

4.4 Position



NOTE: this item can be repeated as many times as needed to include all the members of your research team.

Send the IBEC Protocol Draft to your PI

- Once you have added all the information in your IBEC protocol, go to **Section 20: Certification and Signature**.
- Protocol Delegates can save a draft and send it to their PI for review, but only PIs can submit a protocol.

Screenshot of the KAUST IBEC Protocol Submission System showing the 'Send Draft To PI' confirmation dialog.

The dialog box contains the following text:

ibec.kaust.edu.sa says
Are you sure you want to save the protocol as draft and send it to the PI for submission?

OK Cancel

The main application window shows the following details:

New Application For IBEC Re...

Note: Sections 1,2,3,4,5 & 20 are required

Section 20: Certifications and Signature

List of 20 items for certification, including:

- I will not initiate any biological research subject to the KAUST policies and regulations until that research has been reviewed and approved by the appropriate committees.
- I will assure that personnel have received appropriate information about the biological hazards of the research outlined in this application by making available copies of approved protocols, KAUST Biosafety Manual, and other documents that describe the potential biohazards and precautions to be taken to prevent exposures or release to the laboratory or the environment.
- I am familiar with and will ensure use of appropriate biosafety level laboratory practices and procedures in the conduct of this research.
- I certify that laboratory personnel have the appropriate technical expertise and know the procedures for dealing with incidents and spills of biological materials, and know the appropriate waste management procedures.
- I will assure that all laboratory personnel have completed all necessary training as required by HSE and that their training records are up to date.
- I will comply with all shipping requirements for biohazardous materials.
- I will ensure that all laboratory personnel working on this research are listed on this application, and I will report any additions/deletions to the appropriate committee(s) promptly.
- I certify that all laboratory spaces associated with the research described in this application are listed.
- I will assure adequate supervision of personnel, and will correct work errors and conditions that could result in breaches of KAUST policies and regulations pertaining to this research.
- I will inform the Institutional Biosafety and Bioethics Committee of any serious spills, potential exposures or breaches of the guidelines and regulations listed above.
- I will assure the continuous and proper care and feeding of all vertebrate animals listed in this application (if applicable).
- I will uphold the rights and welfare of all study participants (if applicable).
- I confirm that undertaking this research will not breach the terms of the KAUST Conflict of Interest and Commitment policies and that it will be conducted in accordance with the KAUST Code of Practice on Responsible Conduct of Research.

Send Draft To PI

View all your PI's IBEC Protocols

- Log in into the [IBEC system](#) with your KAUST credentials.
- Click on 'Research Protocol List' from the Action Panel or the PI Delegate dropdown menu.
- Here you can see all drafts, pending, approved, and closed protocols.
- You can use the [search tool](#) at the top of the page to filter or sort the protocols.
- Click on the header of each column of the table, allows you to sort the protocols (descending/ascending)

Protocol Number	Version	Project Name	Status	Type	Submission Date	Action(s)
21IBEC006	2	Title	Resubmitted	Amendment	January 18, 2021	Actions ▾
21IBEC007	1	Title	Resubmitted	New	January 20, 2021	Actions ▾

- Lists can be [exported to Excel](#).

+ Create New Research Protocol							Export Protocols List to Excel
Protocol Number	Version	Project Name	Status	Expire Date	Is NCBE Reportable	Action(s)	
20IBEC007	3		Approved	November 27, 2020	No	Actions ▾	

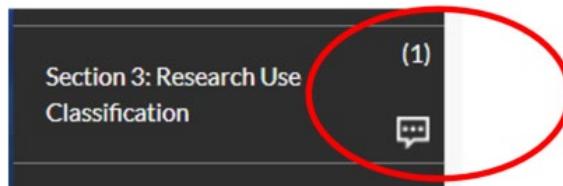
- For each protocol, clicking on the "Actions" button gives you access to the following options:

Actions ▾	Function
View	Allow the view
Edit	Allow the edition of a protocol (to be used on approved protocol to create amendment)
Clone	Creates a copy of the protocol that can be edited and submitted as a new one
Renew	Allow the edition of an approved protocol to submit a Renewal
Export to PDF	Export a pdf copy of the protocol
Print	Print a copy of the protocol

Respond to IBEC Comments

During the review of your IBEC Protocol, IBEC and/or Research Compliance may pose some questions to clarify details within the protocol. These comments can be addressed by either the PI or the Delegate.

1. You will receive an automatic reply from no-reply@kaust.edu.sa informing you have comments awaiting to be reviewed for your IBEC protocol.
2. Log in into the [IBEC system](#) with your KAUST credentials.
3. Go to your protocol: From the “Research Protocol List” select “View” from the “Actions” dropdown to see the protocol and comments only, and select “Edit” to view the comments and edit the protocol prior resubmission.
4. Comments will be visible on the left menu bar highlighted with a text box like in the below picture:



5. After reviewing the IBEC comments, you can [add your responses directly into the application by editing the protocol](#).

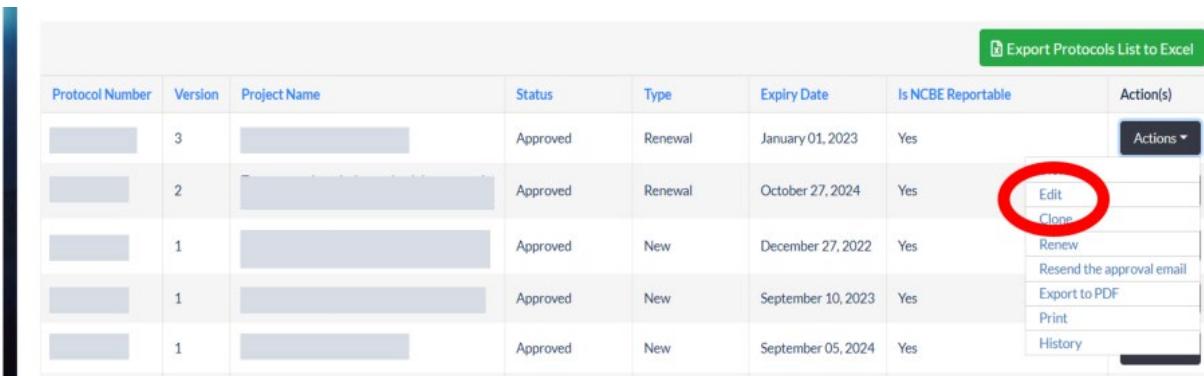
NOTE: The system does not save the changes until the protocol is resubmitted.

6. Once you edited the protocol, go to the “**Submit PI Comments**” tab at the top of the left-hand side menu.
7. There you can add any other information you would like to share with your PI, RC, and/or the Committee. Then click 'Submit'. This will go to your PI as a draft.
8. The **PI has the ultimate responsibility for reviewing the changes and submitting the protocol through the IBEC Portal**.

Amend an approved protocol

You are able to amend a protocol once it has been approved.

1. Log in the [IBEC system](#) with your KAUST credentials.
2. Click on the ‘Research Protocol List’ from the “Action Panel” or the PI Delegate dropdown menu.
3. Click the option for “Edit” from the “Actions” dropdown menu of the protocol you want to amend. This will open your protocol in editing mode.



Protocol Number	Version	Project Name	Status	Type	Expiry Date	Is NCBE Reportable	Action(s)
3	3	[REDACTED]	Approved	Renewal	January 01, 2023	Yes	Actions ▾
2	2	[REDACTED]	Approved	Renewal	October 27, 2024	Yes	Edit Clone Renew Resend the approval email Export to PDF Print History
1	1	[REDACTED]	Approved	New	December 27, 2022	Yes	
1	1	[REDACTED]	Approved	New	September 10, 2023	Yes	
1	1	[REDACTED]	Approved	New	September 05, 2024	Yes	

4. Once you have added all the information in the protocol, go to **Section 20: Certification and Signature** as explained in “[Send the IBEC Protocol Draft to your PI](#)”.

NOTE: The system does not save the changes until the protocol is sent to your PI, No amendment draft can be saved.