

IBC-SOP-002

Title: Procedure for Coordinating Institutional Oversight Activities

Effective Date: 21 October 2015

Revision History: Reviewed 11/29/2016

Purpose

The purpose of this document is to outline the ways in which institutional oversight is coordinated for capturing research involving biohazardous materials including those molecules covered under the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*.

Procedure

Research involving biohazardous materials is captured by the following methods:

1. The Institutional Animal Care and Use Committee (IACUC) compliance coordinator and the Institutional Review Board (IRB) compliance officer coordinate with the IBC biosafety officer on the review and approval of joint research projects;
2. The Office of Sponsored Programs (OSP) sends grant submittals using biohazardous materials to the biosafety officer for review as well as holding funding until IBC approval is obtained;
3. The biosafety officer is an alternate member of the IACUC;
4. The director of Research Compliance attends IBC, IRB, and IACUC meetings.

Reviewed by:

Biological Safety Officer

Date

Approved:

IBC Chair

Date