

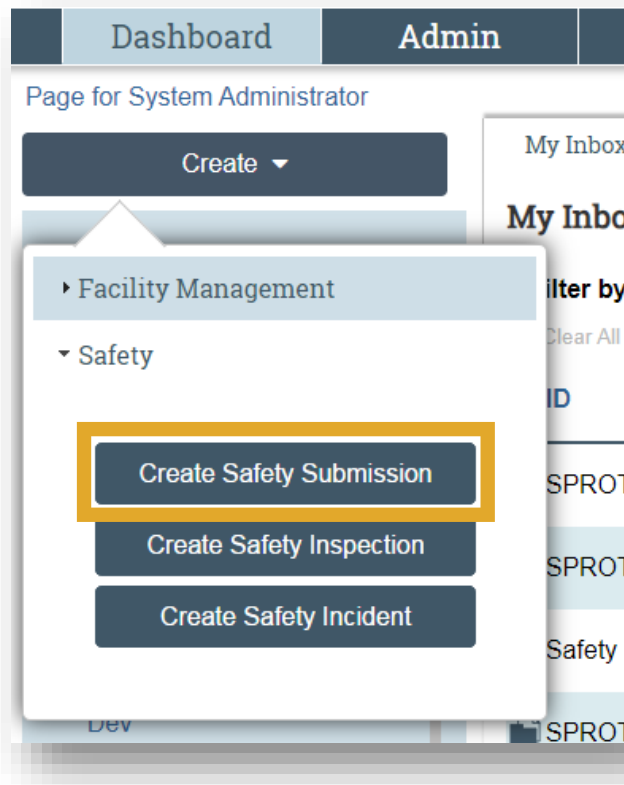


Create and Submit a Protocol

When you create a Safety protocol, you will complete a series of pages. The number of pages depends on the type of review required like biosafety, chemical safety etc.

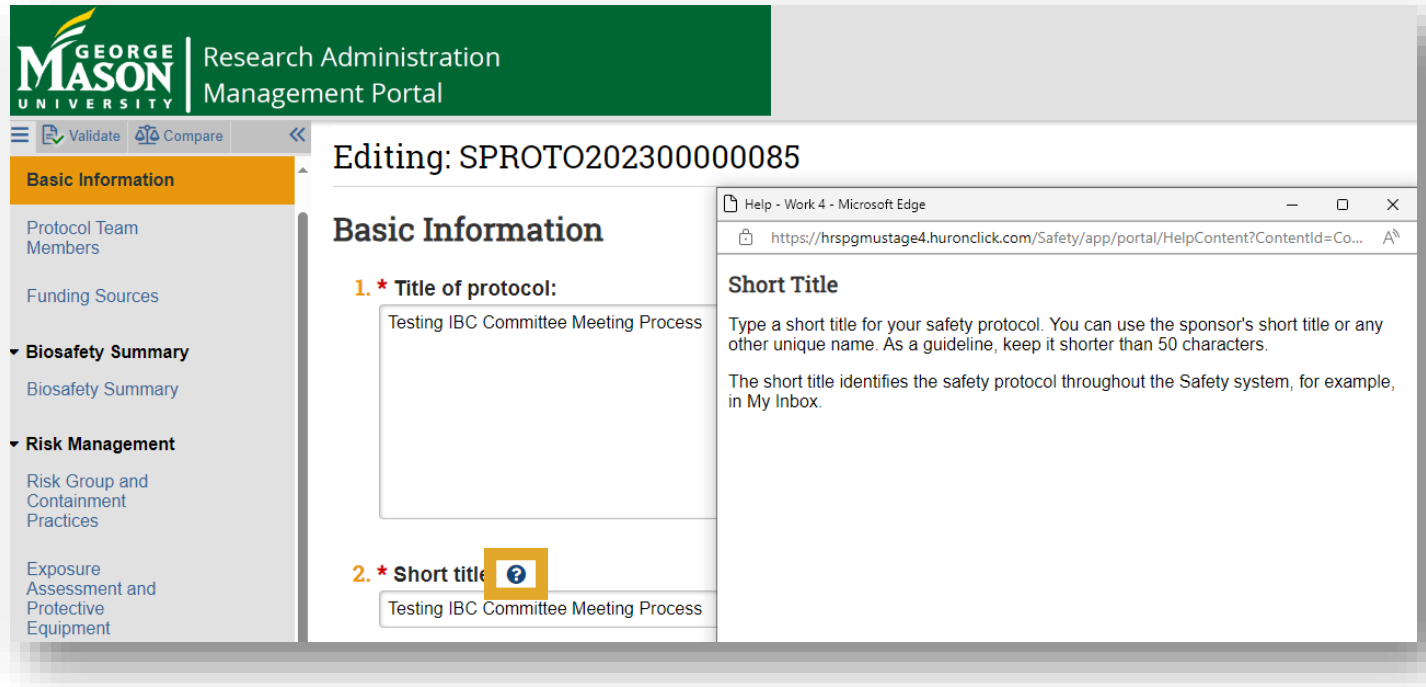
To create a protocol

1. From the Dashboard, click the **Create** menu and then select **Create Safety Submission**.



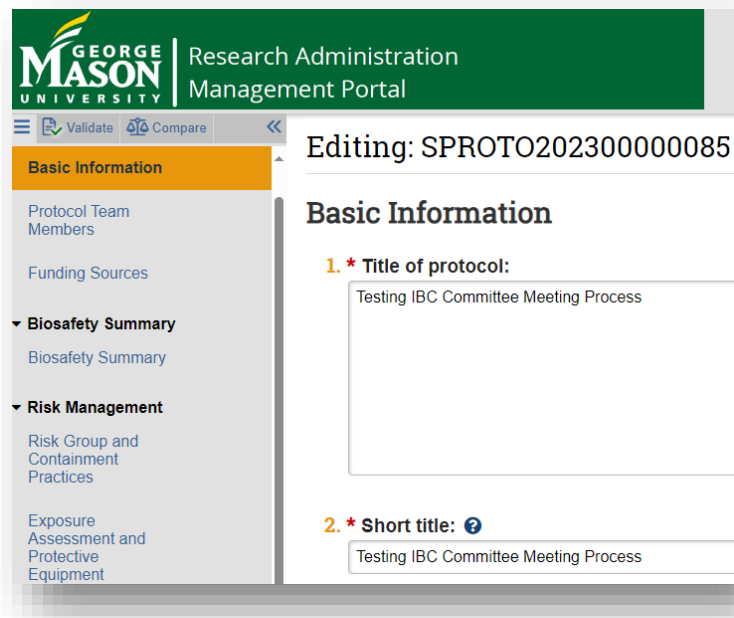
2. Complete the pages. To move to the next page, click **Continue**.
 3. On the last page, click **Finish**.
- Tip:** You can continue to edit the protocol until you submit it for review.

Tip: Help text bubbles are available when completing SmartForms. When navigating through the module select the question mark for additional information.



The screenshot displays the 'Editing: SPROTO202300000085' form in the Research Administration Management Portal. The left sidebar contains navigation options: Basic Information, Protocol Team Members, Funding Sources, Biosafety Summary, and Risk Management. The main content area shows the 'Basic Information' section with two required fields: '1. * Title of protocol:' and '2. * Short title:'. The 'Short title' field has a help bubble icon next to it. A help window is open, providing instructions for the 'Short Title' field: 'Type a short title for your safety protocol. You can use the sponsor's short title or any other unique name. As a guideline, keep it shorter than 50 characters. The short title identifies the safety protocol throughout the Safety system, for example, in My Inbox.'

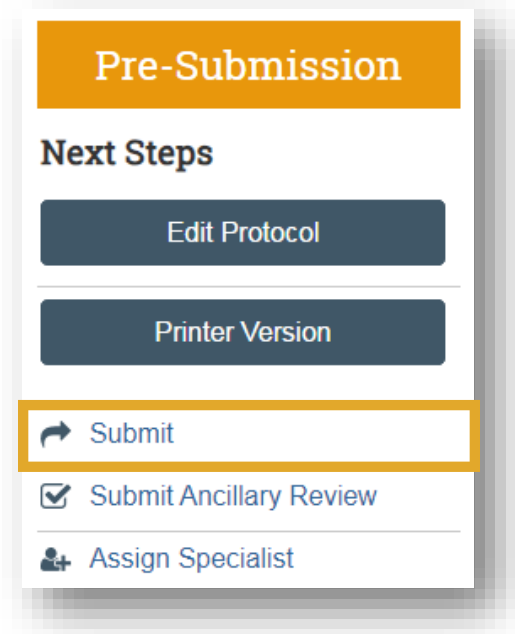
Tip: All required fields will contain an asterisk (*) and must be completed before submitting. If a required question is not applicable to the submission type include NA in the field.



This screenshot shows the same form as above, but with the help bubble icon next to the '2. * Short title:' field highlighted. The 'Title of protocol' field contains the text 'Testing IBC Committee Meeting Process'.

To submit a protocol for review

1. From the submission workspace, click **Submit**.



2. Read the statement and select the check box if you agree with the statement.
3. Click **OK** to submit the protocol for review.

IBC Review Deadline

1. **Safety Submission submitted in RAMP Safety up to fifteen working days prior to the upcoming meeting will be considered for the upcoming meeting. The Biosafety Officer will conduct a preliminary review and contact the Principal Investigator or Course Instructors with any questions or concerns about the submission through RAMP Safety.**
2. **Principal Investigators and Course Instructors are encouraged to submit their Safety Submission as early as possible to ensure sufficient time is available to resolve any questions or concerns that arise prior to the meeting. Submissions will not be forwarded for committee review until they are complete and preliminary concerns have been resolved.**