

HOW TO CREATE A BACKFILL IBC XFORM

This short tutorial provides information on how to backfill a legacy paper protocol with a new electronic IBC Protocol application, in order to get ready for an amendment process.

1. Open the Legacy Study in question from your Dashboard.
2. Scroll to the Events at the bottom of the page and click on the "IBC New Submission" Event.

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 Billy Goat (2020.3.4323.0/Release/b411af5) | GCWAWS1 | 2020-03-25 13:32:38Z | 0.143s

3. In the upper left Action Menu, click "start xForm". This will open in a new tab.

Step	Planned	Actual	Complete	Minutes	Micro Note
Received in office	03/20/2020	03/20/2020	Yes		
Send for Review	03/24/2020	03/20/2020	Yes		
Full Committee Review	03/20/2020	03/25/2020	Yes	03/25/2020	
Previously Full Committee - Second Full Review	03/20/2020		No		
Post Review Processing	03/27/2020	03/20/2020	Yes		
Chair/Designee Approval	03/30/2020	03/20/2020	Yes		
Notify PI of Outcome	03/30/2020	03/20/2020	Yes		

- There will only be one xForm, the starter form, "Form Starter for Backfilling Legacy IBC Applications". Click the link.
- A new page will open another page and you will see a link called the "Start A Backfill IBC Protocol xForm". Clicking this will close the current starter xForm and open the backfill IBC Protocol XForm.

You can now complete and submit the XForm with all the information from your previously approved legacy paper protocol, including approved amendments. Answers can be copied and pasted, where appropriate, to make the process easier. At the bottom of each page are directional buttons that allow you to move to the previous or next pages or sections, save the XForm for later, and a more button. If you press the more button you are given various options including the options to view the XForm as a pdf, which will allow you to print it for later use.

Form -- AP. Amendment Purpose

**** you can use the drop-down list above to temporarily skip past error messages. ****

IMPORTANT! This application is for **TESTING ONLY**. Any applications entered now will be **DELETED** before go-live.
Please **DO NOT** put any real protocol information in the system.

AP.1. IBC # 500007	Add Note	View Audit
Study Title Most Complex DMR - Renewal		
Current PI PI, John M.D.		
Email: john.pi@utoledo.edu	Business: 419-530-6651	
Current Approval Period 3/31/2020 for 0 months - Expiration: 8/5/2020		

[Next](#) [Save for Later](#) [More >](#)

Complete the xForm with all required fields and Submit the form. If you are not the PI, the PI will receive an email requesting that they sign the xForm. If you are the PI, your signature is collected at time of submission. Once the backfill XForm is submitted, it will be verified by the IACUC Office. You (and the PI if appropriate) will receive an email notification that your backfill is complete. You may now follow the amendment instructions to amend this new electronic protocol in IRB Manager.