



3-Year Renewal

IBC approval of MUAs involving the use of recombinant or synthetic nucleic acid molecules (r/sNA) with Non-Exempt classification or Biohazards is valid for a period of three years. PIs need to complete a new MUA and submit it for IBC review and approval before the three year approval lapses, in order to maintain continuity of approval.

Help Topics:

[Create MUA](#) || [Create 3 Year Renewal](#) || [Create Annual Review](#) || [Amend MUA](#) || [Terminate MUA](#)
[Track Changes for Initial or 3 Year Renewal MUA](#) || [Track Changes for Annual Review or Amendment](#) || [Show History Features](#) || [MUA and Version Nomenclature](#) || [How do I assign MUA data access rights?](#)

Approved

	MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
	 Locked		16201-1	3	My Research		Approved/Current [LAPSED]	10/30/2014	07/01/2014

1. To complete the Three Year Renewal, click "View" or click the hyperlinked Title of the MUA.

In Progress

	MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
	Submit to IBC for review	<input type="button" value="View"/>	16201-2	0	My Research		Not Submitted [LAPSED]	10/30/2014	

NOTE: The MUA number for an Three Year Renewal will have a XXXXX-2 (or greater). The version of the Three Year Renewal is "0" prior to submission to the IBC.

2. Make necessary changes to your MUA based on the changes to your work.

Track Changes Features

2.2.1 Information about Inserted Sequences used in your research

[What should I include in this table?](#) | [Why does the IBC want to know this?](#)

2.2.1.1 Name of Inserted Sequence, Species/Strain of Origin (If multiple inserts of similar origin group by strain or classify by category)	2.2.1.2 Acquisition Source
<i>Fluorescent protein gene</i>	<i>Commercial vendor</i>
<input type="text"/>	<input type="checkbox"/> Commercial Vendor <input type="checkbox"/> Developed/created in my lab <input type="checkbox"/> Acquired from a collaborator
new gene	Developed/created in my lab
test	Commercial Vendor

The system will track changes made throughout the MUA. Additions will be indicated with a **green highlighted text** and deletions with a **red strikethrough**.

1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic acid style understandable by an educated layperson.

Include:

- Specific aims of your research. If your research involves
- [See sample summary.](#)
- Overview of experimental methods.
- The use of research materials with animals.

(Limit 1500 words)

Research summary goes here|

Show Table of Contents

- Overview of experimental methods.
- The use of research materials with animals.

Show Changes

(Limit 1500 words)

Research Summary Goes - New Text

Hide Changes

Research Summary Goes ~~Here~~ New Text

To view edits to text in a text box you must "Save" and then click "Show Changes". A separate box will appear displaying edited text.

The system will track changes made throughout the MUA. Additions will be indicated with a **green highlighted text** and deletions with a **red strikethrough**.

A red delta symbol will be displayed on the table of contents indicating changes made in that section of the MUA.

The screenshot shows a vertical list of menu items under the heading "Hide Table of Contents". The items are: 1.0 Overview, 2.0 r/sNA Non-Exempt, 2.1 Permits, 2.2 Inserts, 2.3 Vectors, 2.4 Attachments: r/sNA, 3.0 Infectious Agents, 4.0 Human Cell Lines, 5.0 Biological Toxins, 6.0 Biosafety, 7.0 Attachments, 8.0 Facilities, 9.0 Main Contacts, 10.0 Personnel, and 11.0 Attestation. Red delta symbols are placed to the right of items 2.0, 2.2, and 2.3. Orange arrows point from the text box on the left to these symbols. Item 2.0 also has a minus sign icon on the right, and item 6.0 has a plus sign icon on the right.


1.0 Overview	Δ
2.0 r/sNA Non-Exempt	Δ -
2.1 Permits	
2.2 Inserts	Δ
2.3 Vectors	
2.4 Attachments: r/sNA	
3.0 Infectious Agents	
4.0 Human Cell Lines	
5.0 Biological Toxins	
6.0 Biosafety	+
7.0 Attachments	
8.0 Facilities	
9.0 Main Contacts	
10.0 Personnel	
11.0 Attestation	

NOTE: Track changes for initial and 3-year renewal MUA submissions are not cumulative which means the symbols and changes are cleared between each round of revisions.

Submitting the Three Year Renewal

Hide Table of Contents

- 1.0 Overview ◀
- 2.0 r/sNA Non-Exempt
- 3.0 Infectious Agents
- 4.0 Human Cell Lines
- 5.0 Biological Toxins
- 6.0 Biosafety +
- 7.0 Attachments
- 8.0 Facilities
- 9.0 Main Contacts
- 10.0 Personnel
- 11.0 Attestation

 **Cornell University**
Office of Research Integrity and Assurance

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[Main Menu](#)
[Submit Application](#)
[Check Application For Errors](#)
[Assign Data Access Rights](#)

MUA #: 16201-2
Project Title: My Res
Status: Not Subm
LAF

Save Save and Proceed

1.0 Research Overview

Your choices on this screen will make related sections of this application active.

1.0.1 Title

Provide a title that describes the general focus of the research conducted in the laboratory.

My Research

Show Changes

1. Make the necessary changes in the MUA. When you are ready, submit the Three Year Renewal to the IBC.

Are you sure you want to submit this project to the IBC for review?


Please also ensure that all members of this project [submit electronic signatures](#).

Upon submitting this form, an email notification will be sent to both the Principal Investigator and you, the registrant.

Once submitted, your project data will be unchangeable while under review. If the IBC requires revisions, you will be notified and permitted to make changes.

2. As a final step, click "Submit Application". You will receive an email notification confirming successful submission.

In Progress

	MUA Action		MUA	Versio
	SUBMIT APPLICATION Cancel	<input type="button" value="View"/> <input type="button" value="Show History"/>	16202- 1	1

✓ Project successfully submitted to the IBC for review.

Create MUA



Upon submission to the IBC:

- The status will change to “Received by IBC”;
- MUA Action shows the record is “Locked” or read-only Mode;
- The MUA Number will display the as XXXXX-2 (or higher as it increments by one every 3 years);
- The version will increment by 1 (for example, 0 is now version 1).

Track

Terminate MUA
History Features

Approved

	MUA Action		MUA	Version	Title	PI	Status
	 Locked	<div style="border: 1px solid gray; padding: 5px; text-align: center;">View Show History Terminate</div>	16201-1	0	My Research		Approved/Current [LAPSED]

In Progress

	MUA Action		MUA	Version	Title	PI	Status
	 Locked	<div style="border: 1px solid gray; padding: 5px; text-align: center;">View Show History</div>	16201-2	1	My Research		Received by IBC [LAPSED]