

# Create a New MUA



Cornell University  
Office of Research Integrity and Assurance

INSTITUTION

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1. To start a new MUA, click "Create MUA".

Create MUA

## 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?](#)



ADMINISTRATION: Assign Data Access Rights || Project Administration || Override Status:

- 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

3. Upon completing sections 1.0.1 through 1.0.4, click "Save".

Save

## 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.

### 1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic acid molecules (r/sNA) or other biohazardous materials (infectious agents, biological toxins, human or non-human primate cells, tissues, or blood) are being used in your research in a style understandable by an educated layperson.

Include:

- Specific aims of your research. If your research involves multiple projects, you can list the aims of each project in separate paragraphs.
- [See sample summary.](#)
- Overview of experimental methods.
- The use of research materials with animals.

(Limit 1500 words)

### 1.0.3 Funding Sources

2. Complete sections 1.0.1 through 1.0.4



## Understanding the Table of Contents

Additional sections of the MUA will open based on selections in section 1.0.4. Blue sections are open and need to be completed. Gray sections are closed. Navigate through the MUA by clicking on the blue sections.

The red exclamation point indicates that there is incomplete information on that section.

The screenshot shows a vertical list of sections in a 'Table of Contents' window. At the top is a button labeled 'Hide Table of Contents'. The sections are as follows:

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	

Callout boxes provide the following information:

- An arrow points from the 'Hide Table of Contents' button to a box stating: 'To Hide the Table of Contents window, click "Hide Table of Contents".'
- Two arrows point from the blue sections '3.0 Infectious Agents' and '6.0 Biosafety' to a box stating: 'Additional sections of the MUA will open based on selections in section 1.0.4. Blue sections are open and need to be completed. Gray sections are closed. Navigate through the MUA by clicking on the blue sections.'
- An arrow points from the red exclamation point on '6.0 Biosafety' to a box stating: 'The red exclamation point indicates that there is incomplete information on that section.'
- An arrow points from the '+' sign on '6.0 Biosafety' to a box stating: 'The + or - sign indicate that the section can be expanded or collapsed.'

To Hide the Table of Contents window, click "Hide Table of Contents".

The + or - sign indicate that the section can be expanded or collapsed.

# Submitting the MUA

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
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[Submit Application](#)  
[Check Application For Errors](#)

ADMINISTRATION:

[Assign Data Access Rights](#)



## 1.0 Research Overview

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

✓ Record successfully updated.

### 1.0.1 Title

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

### 1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic acid molecules (r/sNA) or c  
biohazardous materials (infectious agents, biological toxins, human or non-human pr  
tissues, or blood and body fluids) are used in your research program at Cornell. Writ

## Institutional Biosafety Committee Registration

Error Count: 0

Your application is NOT COMPLETE

Reason(s) your application is incomplete:

- Section 3.2 is required
- Section 3.4 is required
- Section 3.5 is required
- Section 4.0 is required
- Section 5.0 is required
- Section 6.2 is required

It is recommended that you check your application for errors prior to submitting your MUA. Click "Check Application for Errors".

A report will open in a new window listing the incomplete sections and any errors found in the application.

- 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
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MUA #:	Pending IBC Approval	Project Title:	My Research Title
PI:		Status:	Not Submitted

1. Once all required sections are complete, errors corrected and you're ready to submit your application to the IBC click "Submit Application".

## 1.0 Research Overview

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

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

My Research Title

### 1.0.2 Research Summary

Briefly summarize how recombinant or synthetic nucleic acid molecules (r/sNA) or other biohazardous materials (infectious agents, biological toxins, human or non-human primate cells, tissues, or blood and body fluids) are used in your research program at Cornell. Write in a style

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		<a href="#">MUA</a>	Versio
	<b>SUBMIT APPLICATION</b> Cancel	View Show History	16202- 1	1

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 Amendment# as XXXXX-1;
- The version will increment by 1 (for example, 0 is now version 1).

	MUA Action		<u>MUA</u>	<u>Version</u>	<u>Title</u>	<u>PI</u>	<u>Status</u>	<u>Status Date</u>	<u>Expiration</u>
	Submit to IBC for review		16182-2-AR02	0	<a href="#">Research Title Goes Here</a>		Annual Review Not Submitted [ <b>LAPSED</b> ]	10/30/2014	
			16184-1	1	<a href="#">My Research Title Goes Here</a>		<a href="#">Revisions Required</a>	10/16/2014	
	Submit to IBC for review Show Comments		16202-1	1	<a href="#">My Research Title</a>		Received by IBC	10/31/2014	
	 Locked								