

Annual Review

Annual Reviews are required for all MUAs that involve non-exempt work with recombinant materials, infectious agents or mammalian cell lines. The IBC system will create the Annual Review when it is due. You will receive an email notifying you that the annual review for your MUA is due.

[Create MUA](#)

Help Topics:



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[Track Changes for Initial or 3 Year Renewal MUA](#) || [Track Changes for Annual Review](#)
[Nomenclature](#) || [How do I assign MUA data ac](#)

1. To complete the Annual Review, click "View" or click the hyperlinked Title of the MUA.

Approved

	MUA Action		MUA	Version	Title
	Locked	View Show History	16182-2	2	Research Title Goes Here

In Progress

	MUA Action		MUA	Version	Title
 	Submit to IBC for review	View Show History	16182-2-AR02	0	Research Title

NOTE: The MUA number for an Annual Review will contain ARXX as a suffix. The version of the Annual Review is "0" prior to submission to the IBC.

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Annual Review Summary 



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ADMINISTRATION:

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MUA
PI:

Project Title: Evolutionary
Genetics of Natur...
Status: Annual Review Not
Submitted [**LAPSED**]

Save

Save and Proceed

1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV-B-7-c-(4). Remain in communication with the Institutional Biosafety Committee throughout the conduct of the project.

Update your MUA's data access rights: [Click here to manage the list of people who have access to edit this MUA on this website.](#)

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Save

Save and Proceed

2. Review your MUA by Navigating through the blue sections on the Table of Contents. After reviewing your MUA, return to the Annual Review Summary Page.

Annual Review without Changes

Upon reviewing your MUA, if you determine your work continues as described in this MUA;
3. Click “Continue. My work continues as described in this MUA with no changes.”

Save

Save and Proceed

1. Annual Review Summary

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Save

Save and Proceed

4. Be sure to update your MUA's data access rights.

5. Click save.

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Annual Review Summary ◀



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ADMINISTRATION:

6. Click 'Submit Annual Review' to submit to the IBC.

Save

Save and Proceed

1. Annual Review Summary

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- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Save

Save and Proceed

Annual Review with Changes

Upon reviewing your MUA, if you determine changes are needed to this MUA;

3. Click “Amend. My work has changed, and I would like to amend this MUA.”

1. Annual Review Summary

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Update your MUA's data access rights: [Click here to manage the list of people who have access to edit this MUA on this website.](#)

Indicate the following in relation to your work described in this MUA:

- Continue. My work continues as described in this MUA with no changes.
- Amend. My work has changed, and I would like to amend this MUA.

Provide a brief description of the changes you are making to your MUA.

(For example, adding/deleting personnel, facility room change, brief change to research objectives, adding biohazardous agents.)

Reason for amendment here.

6. Be sure to update your MUA's data access rights.

4. Provide a brief description of the changes you are making to your MUA in the text box.

5. Click save.



7. 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.

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Annual Review Summary

Adding Personnel

1. To Add personnel, click on section 10.0 Personnel from the Table of Contents.

10.0 Personnel

10.1 Add personnel

Add New Person

Proceed

2. Within the Personnel section, Click "Add New Person"

3. Key in the NetID of the person being added. Click "Find Person"

NetID

Find Person

Enter a NetID (e.g. abc123) and hit the "Find Person" button.

4. Verify the Name.

5. Fill in the Title. Check the box(es) for the type of materials the person will be working with.

NetID	Name	Title	Working with r/sNA?	Working with biohazardous materials?	Working with Bloodborne Pathogens* (ie. Human blood** , Human cell lines or OPIM***)	Date Added/Changed	Added/Changed By	Added to
AV234	Amita Verma	<input type="text" value="Administrator VII"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/3/2014	AMS76	MUA

Is this the correct person?

6. Click "Yes, add this person"

7. A Confirm Navigation window appears. Click "Leave This Page" to save. You can then add more personnel or navigate to another section of the MUA.

Confirm Navigation

You have attempted to leave this page with unsaved data.

Are you sure you want to leave this page?

Submitting Annual Review

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ADMINISTRATION:

MUA PI:

1. When you are ready, submit the Annual Review to the IBC.

1. Annual Review Summary

This continuing review serves to meet the NIH Guidelines for Principal Investigators Section IV B-7-c-(4). Remain in communication with the Institutional Biosafety Committee throughout the conduct of the project.

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Provide a brief description of the changes you are making to your MUA. (For example, adding/deleting personnel, facility room change, brief change to research objectives, adding biohazardous agents.)

Reason for amendment here.

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	View Show History	16202- 1	1

✓ Project successfully sub

- Upon submission to the IBC:
- The status will change to “Annual Review Received by IBC”;
 - MUA Action shows the record is “Locked” or read-only Mode;
 - The MUA Number will display the Annual Review# as XXXXX-X-ARXX;
 - The version will increment by 1 (for example, 0 is now version 1).

Help topics:

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

Approved

	MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
	Locked	<input type="button" value="View"/> <input type="button" value="Show History"/>	16182-2	2	Research Title Goes Here		Approved/Current	10/30/2014	07/01/2014

In Progress

	MUA Action		MUA	Version	Title	PI	Status	Status Date	Expiration
	Locked	<input type="button" value="View"/> <input type="button" value="Show History"/>	16182-2-AR02	1	Research Title		Annual Review Received by IBC [LAPSED]	11/04/2014	

