An approved IBC protocol expires after 3 years from its initial approval date and if the registered research activities are still conducted, the protocol must be renewed before it expires.

The Biosafety Office notifies PIs when protocols are near to expire.

If projects remain the same, the submission of a protocol renewal involves very few steps.

If adding new personnel. The person(s) will need to be activated in the database system.

For that, the following information needs to be provided to the Biosafety Office:

- **last four digits of SSN**
- **Date of birth (MMDDYYYY)**

To access the database go **HERE**

**NOTE:** Although your username is the one used on other UC applications, your **PASSWORD** is different. It should follow the format below

- **Last 4 of SSN**
- **MMDD of DOB**
- **Total of 8 digits**

Biosafety Office: 558-6182 or 558-0332 inbiocom@ucmail.uc.edu
Upon logging in, click on “MANAGE PROTOCOLS” and then on the protocol TITLE with status indicates “APPROVED”.

On the next page, select “CLONE PROTOCOL” at the top left.
Cloning your protocol transfers information from your current protocol to a new protocol with a new assigned number.

Personnel changes can be made on the next page. Select “CONFIRM” in the drop down menu.
Scroll through the “AVAILABLE PERSONNEL” list to find the lab member’s name. Click the arrow to move the name to the “PROTOCOL PERSONNEL” column.

To remove personnel, click on name at PROTOCOL PERSONNEL column and then click on the arrow on the left bottom of the list.

On the “APPROVALS” page, fill in any corresponding Institutional approval numbers.
Note that attachments are not transferred when a protocol is cloned. Any supporting documents will need to be reattached.

The full committee meets on the **first Thursday** of every month.

Protocols that are submitted **2 weeks in advance** of the day of the meeting will be on the agenda.

Most protocols are completed/approved with only one review; however, if major modifications and additional information are requested, a protocol may be deferred to the next meeting which would delay approval for approximately 4 more weeks.