Important Information About Occupational Health Requirements
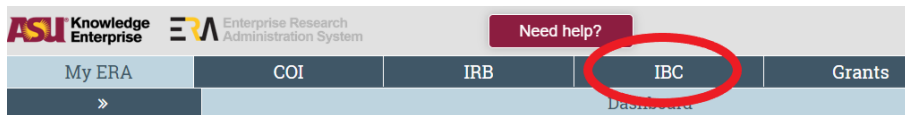
Any PI who is conducting research with Bloodborne Pathogens or human materials will be subject to the OSHA Bloodborne Pathogens Standard. PI's are REQUIRED to ensure all lab members have completed a Hepatitis B Vaccination/Declination form that will be submitted to Employee Health. Your IBC disclosure will not be approved unless all lab members have completed and submitted this form. Please contact ASU Employee Health for additional information regarding lab specific Occ Health requirements.

Instructions on how to Create an Amendment or Continuing Review in ERA

A Continuing Review is required for all IBC disclosures on an annual basis. A Continuing Review is NOT the same thing as a De Novo Review, which is only due when your disclosure is expiring. Do NOT submit a De Novo Review if you have received a reminder that you have a *Continuing Review* due.

1. To access the IBC ERA system, navigate to http://era.oked.asu.edu/ If you cannot access the system, email IBC@asu.edu.

2. Click on the tab that says "IBC".

3. Click the button that says "Create Amendment/CR".
4. If you are only completing an amendment, select the "Amendment" option. If you are creating a continuing review with no changes, select the "Continuing Review" button. If you are completing a continuing review and have changes to add, click the "Amendment/CR" button.

Amendment / Continuing Review

1. * Type of Submission: 🔴❓
- ● Amendment
- ○ Amendment/CR
- ○ Continuing Review
- Clear

ℹ️ To change the PI, select "Other parts of the protocol." When changing team members, select both amendment types if team members must be added or removed as handlers of materials.

2. * Amendment type: 🔴❓
- ☑ Protocol team member information
- ☑ Other parts of the protocol

5. Determine the type of amendment you are submitting in question 2. Only select the options you will be amending in the disclosure.
6. Click the save and continue buttons to navigate to the next page.
7. Provide a clear introduction to your changes.
8. Click the save and continue buttons.
9. Make the necessary changes to your disclosure (if applicable) and click the finish button.
10. Hit the submit button on the main page of the disclosure with the flow chart.

To add someone to the ERA System if they are not showing up:

- Need to have an ASU email and ASUrite ID

- Person being added will need to be logged into my.asu.edu account

- Person being added will create an account at era.oked.asu.edu/IRB

- The system will take approximately 15 minutes to update once it is completed

Troubleshooting Missing "Submit" Button

Both the PI and the assigned Proxies have the power to submit a protocol. Only the PI can assign their proxies. The steps to do so are as follows:

- User1 creates protocol and assigned User2 as PI. User1 is automatically added to the study team as the protocol creator.
- User2 (PI) logs in and executes the Assign PI Proxy activity to assign User1 as a Proxy.
- User1 (Proxy) or User2 (PI) now have access to the Submit activity