

# Instruction Guide for Applicants

Welcome to the QU-IBC Application Process. To ensure the timely processing and approval of your application, please carefully read and adhere to the following instructions before completing the form.

## Committee Scope

Qatar University Institutional Biosafety Committee (QU-IBC) reviews, approves and oversees project proposals involving infectious agents, animal use, recombinant or synthetic nucleic acid, genetically modified materials, select agents, and biohazardous materials (including BSL-2/3 infectious agents).

## General Instructions

### 1. Application Type:

- For **new protocol approvals** please use the designated forms available at [IRBNet](#).
- For renewals, amendments, or combined renewal and amendment, please use the designated forms available at [IRBNet](#).

### 2. Team Member Training:

- All team members (including students) must be fully informed about the project's nature and possess a valid CITI training certificate.
- If a team member's CITI training certificate has expired or has not been obtained, they must complete the required training at [CITI Program](#).
- The following CITI trainings are mandatory for QU affiliates, complete one:
  - Basic Introduction to Biosafety
  - Initial Biosafety Training
  - Biosafety Retraining
  - Biosafety/Biosecurity
- Note: Animal biosafety training certificates are **NOT** accepted by IBC. Equivalent CITI training for non-QU affiliates is permissible.
- If **BSL3** is selected, please complete and link the specific BSL3 certification along with one of the aforementioned certificates.

### 3. Principal Investigator (PI) Responsibilities:

- Ensure that IBC approved team members participate in the project.
- Conduct all project activities within designated laboratories.
- Ensure the health and safety of the personnel working within the laboratory i.e. pregnant women, etc.
- Promptly report any biohazard-related incidents to the IBC.

**4. Submission Requirements:**

- All application forms and supporting documents must be typed in standard English.
- Submit the complete package through [IRBNet](#).

## Guidelines for QU-IBC Applications

**1. Form Updates:**

- Download the latest version of the forms each time you apply to avoid using outdated documents.
- If the application form that has been used on a previously approved project dates back before 2022, please fill in the latest form, and submit it along side the renewal and amendment form.

**2. Application Completion:**

- Complete the form meticulously to prevent delays in the approval process.
- The application must exclusively describe the work conducted at Qatar University, not at other institutions.
- List all biohazardous materials (microbes, chemicals, reagents, tissues, live cells, etc.) in the specified table and describe their biohazard potential as well as containment plans in the appropriate sections.
- Specify the exact location and number of the laboratory(s) where experiments will be conducted (if located at QU).
- Obtain the signature of the Lab Manager on the IBC application.
- If the PI is the lab manager, the details and signature of the department head is required.
- Provide a sufficient description of the main procedures involved in the project.

**3. Review Process**

- The review process depends on the level of risk of the project.
- Type of Reviews:
  - Designated Member Review:
    - The application is assigned to two or more reviewers.
  - Full Committee Review:
    - High-risk applications are discussed within the IBC full board.
- Type of decisions:
  - Decisions can be and not limited to: Approvals, Modifications Required, Deferrals, Rejections, etc.
- The committee does not review applications during academic breaks i.e. summer break, winter breaks, spring breaks, or national holidays. However, IBC members have the right to volunteer to assist as designated member reviewers during these times.

4. **Approval Prerequisites:**

- IBC approval is required before applying for IRB or IACUC and prior to commencing any biological laboratory work.

5. **Approval Duration:**

- IBC approval is valid from the date of approval to the end date stated within the application form.

6. **Additional Documentation:**

- The lead PI may need to submit a copy of the approved research proposal to the IBC upon request.

7. **Amendments and Renewals:**

- To submit an amendment or renewal, create a new package within your currently approved project. You can create a new package using the below steps:
  - Go to 'my projects'
  - Select the project
  - Select designer
  - Select the inverted triangle next to the word Package
  - Select 'create a new package'
  - The number after the hyphen will change to indicate the new package.
- For renewing/amending previous IBC approvals, submit the following:
  - A copy of the previous IBC approval letter.
  - A copy of the previous IBC application form.
  - Highlight any new changes or modifications.
  - Indicate the new project timeline.

8. **Funding:**

- Apply to the IBC only after your grant has been approved.
- If the project is not **under a grant**, provide a support letter with a unique reference number from the department /college/center stating that the project has been scientifically reviewed/peer reviewed.

9. **Regulations:**

- Do not conduct research in laboratories that have not been specified in the application form and approved.
- Recombinant materials/infectious agents/human and animal samples should not be used beyond the scope of the approved project/protocol.
- Adhere to the [Ministry of Public Health Biosafety Guidelines](#) for research laboratories.

By adhering to these detailed instructions and guidelines, you will facilitate a smooth and efficient application process. Thank you for your diligence and cooperation.

For further assistance, please contact us on 4403-5720 or email us at [qu-ibc@qu.edu.qa](mailto:qu-ibc@qu.edu.qa).