Changes to IBC electronic system (e-MUA) implemented November 10, 2014

The electronic Memorandum of Understanding and Agreement (e-MUA) system for IBC registrations has been upgraded with new features. The resulting changes are intended to improve the structure of the questions, reduce administrative burden for researchers, in submitting and maintaining their MUAs, and for IBC committee members, in reviewing MUAs. In designing the upgrade we consulted with faculty who submit and manage MUAs, IBC reviewers, and other subject matter experts who use the IBC system, and benchmarked the forms and processes in place at peer institutions.

The new system goes live on Monday November 10, 2014. Below is a list of some changes to the system and what you can expect next. Please contact Deb Dwyer, the IBC Administrator at cu_ibc@cornell.edu or 607.255.7219 with questions or comments.

Key system changes implemented:

- Updates to the MUA questions, format, and flow of questions;
- System logic that controls sections of the application that require response;
- An expandable “Table of Contents” (TOC) for ease of navigation throughout the application;
- Visual indicators in the TOC to provide feedback on required, changed, and/or missing information;
- Waterfall numbering to support the flow of the application and the review cycle;
- “Track changes” features for PIs, Reviewers, and Administrators;
- For 3 year renewals, information from the current, approved MUA is brought forward into the 3 year renewal application for editing and updating; all changes will be visible in “track changes” mode; the original MUA number will be retained across all renewals;
- For amendments, the MUA is edited in real time to record the proposed changes; all changes are visible in “track changes” mode; when the amendment is approved, the revised MUA reflects the most recent version of the approved MUA;
- Easy access, from the Home Page, to previous versions of approved MUAs and amendments;
- MUAs falling under Exempt status per the NIH guidelines will no longer be required to file an annual review but will be able to amend their MUA at any time.

What can you expect?

- Until you are contacted by Deb or you need to make a change to your MUA, you do not need to do anything to maintain the continued approval of your MUA.

- The MUA number for your approved MUA will remain largely unchanged. All previously approved procedures, agents, personnel and locations continue to be
approved. A PDF version of your current MUA, which includes your amendments and annual questionnaires, is available as an attachment in the new system. Your approved MUA will retain the same 5 digit number with the addition of “-1”. E.g., if your MUA number was “12345”, it will now be “12345-1”.

- **Migration/conversion from the old to the new:** Since the structure and content of the form have changed significantly in the new system, the MUA information in the original system needs to be “migrated” over to fit the new form. The IBC office, in collaboration with the Biosafety office, is in the process of bringing this information over for all approved MUAs. Deb Dwyer, the IBC Administrator, will contact you to set up a time to review your converted MUA and make sure that this converted MUA accurately reflects the work that was approved by the IBC. Once your MUA has been converted, it will be available for you to start amendments, annual reviews, or 3-year renewals.

- **Your MUA will be in approved status until the date of the three year renewal.** At least a couple of months before the date of the 3 year expiration date or Annual Review, Deb will contact you to assist you with starting your new 3-year renewal or the Annual Review. Quick guides are available for Annual Reviews and 3-Year Renewals.

- **If you need to amend your current MUA now to add or remove agents, procedures or personnel,** please contact Deb Dwyer (dad3@cornell.edu) for assistance. Until your MUA been fully converted into the new format, you will not be able to make any changes to it. Deb will work with you to convert the MUA, guide you on how to start and submit amendments in the new system, and will open it up for you so that you can amend your MUA. A quick guide on amendments in the new system is available here.

- **You can login to the new system to check your MUA in the new format.** However, if the information has not yet been fully “migrated” from the old system to the new one, the MUA is likely to be incomplete and not well organized. Please contact Deb if you have any questions. The website for the e-MUA system continues to be https://ibc.research.cornell.edu.

- **For MUA’s in the status of Terminated and Registration Not Required,** a PDF copy of the approved MUA prior to termination is available in the Attachments section of the terminated MUA.

We have tested the new system thoroughly for bugs and errors and don’t expect that there will be any. However, if you do run into a technical bug or an error in the application, please contact us at cu_ibc@cornell.edu. We hope that you will find the new system easier to navigate and use and look forward to hearing back from you with any observations or suggestions.

Sincerely,

Amita Verma, Director ORIA
Deb Dwyer, IBC Administrator