IBC Registration Process Overview

Level 1 Registration Process:
- PI/Instructor submits completed registration form to BSO
- PI/Instructor and BSO conduct Risk Assessment prior to next IBC meeting
- Registration materials reviewed at IBC meeting
  
  **Note:** It is strongly recommended that PI/Instructors present their proposals to the committee in person during the IBC meeting to answer any technical questions that may come up.
- Following the IBC meeting, the BSO will send an approval letter to the PI/Instructor with the terms and conditions of the approval, including an expiration date.
  - Expiration Dates - At end of project or 3 years from approval date (whichever is first).
  - Update Frequency – Annually.

Level 2 Registration Process:
- PI/Instructor submits completed registration form to BSO.
- PI/Instructor and BSO conduct Risk Assessment.
- IBC Chair or designee and BSO review protocol.
- PI/Instructor and BSO address any comments and edit form as needed.
  - Following approval, the BSO will send an approval letter to the PI/Instructor with the terms and conditions of the approval, including an expiration date. A copy of the approval letter for teaching registrations will also be sent to the Dean associated with the course and to the director of the NHVDL for registrations associated with diagnostic procedures.
    - Expiration Dates:
      - Research & Commercial - At end of project, or 3 years from approval date (whichever is first).
      - Teaching & Diagnostic - At end of project, or 5 years from approval date (whichever is first).
    - Update Frequency – Periodically.
- BSO notifies IBC of registration at next IBC meeting.