

***Institutional Biosafety Committee Registration Management System (IBC-RMS)  
Frequently Asked Questions***

**1. What is IBC-RMS?**

IBC-RMS is a Web-based registration management system developed by the NIH Office of Biotechnology Activities (OBA) that supports the online submission of IBC registrations and annual registration updates. IBC-RMS users can use the system to keep track of their institution's registration status, view IBCs currently registered with OBA, and access important compliance guidance relating to the *NIH Guidelines*.

**2. How do I access the IBC-RMS?**

The IBC-RMS can be accessed at the following link: <http://ibc-rms.od.nih.gov>  
After your request to access the system is submitted, reviewed, and approved by OBA, you will be sent a username and temporary password. Upon initial login you will be prompted to establish a new password.

**3. Does my IBC-RMS password have an expiration date?**

Yes. Per NIH security requirements, IBC-RMS passwords are valid for 120 days. 15 days before your password is set to expire, you will receive an email notification prompting you to change your password.

**4. Will information from my previous paper-based registrations be automatically uploaded into IBC-RMS?**

Entities with an existing IBC registration will find information regarding their institution name, IBC chair, IBC contact, and biological safety officer (if applicable) information pre-loaded into the IBC-RMS. Upon your first visit to the IBC-RMS you should verify that the existing information is correct. Information pertaining to other IBC members will then have to be entered into the IBC-RMS by an approved user from the registered entity. A biosketch for each IBC member (including the chair, contact, and biological safety officer) will also need to be uploaded.

**5. What are the benefits of using IBC-RMS?**

There are many benefits to using IBC-RMS. First, it allows registered entities to easily and quickly update their IBC membership information with OBA. In addition, online submission of IBC registration materials allows users to easily maintain records pertaining to their submissions. In addition, IBC-RMS will automatically send reminder emails to registered users 15 days prior to the date their annual update is due. Another email is sent 15 days after the registration due date as well if the registration has not been received. Finally, as a web-based system, the paperwork burden associated with registration should significantly decrease with use of IBC-RMS.

**6. What if I represent multiple institutions and want to manage them through one IBC-RMS account?**

Rather than signing up for an account for each IBC you represent, we encourage you to register with IBC-RMS once and then contact us via one of the methods listed below with the names of the institutions you represent. We will then link your account to all of the institutions you represent

**7. What if I need assistance using IBC-RMS?**

IBC-RMS contains a web-based tutorial that offers a step-by-step walkthrough of the system for new users. The “Contact-Us” feature of the IBC-RMS also allows users to pose any questions they might have when using the system.

**8. Is use of the IBC-RMS required?**

While OBA strongly encourages all registered entities to reap the benefits of IBC-RMS, paper-based submissions will continue to be accepted. Entities wishing to submit their IBC registrations and annual updates may continue to do so via traditional routes, such as USPS, fax, or email. Documentation should be sent to the following contact:

<p><u>Mail:</u></p> <p>Michelle Johnson-Lancaster                  IBC Coordinator                  National Institutes of Health                  Office of Biotechnology Activities                  6705 Rockledge Dr., Suite 750                  Bethesda, MD 20892-7985</p>	<p><u>Express mail (FedEx, UPS, etc.):</u></p> <p>Michelle Johnson-Lancaster                  IBC Coordinator                  National Institutes of Health                  Office of Biotechnology Activities                  6705 Rockledge Dr., Suite 750                  Bethesda, MD 20817-1814</p>
<p><u>Fax:</u></p> <p>(301) 496-9839                  ATTN: Michelle Johnson-Lancaster</p>	<p><u>Email:</u></p> <p>JohnsoM1@od.nih.gov</p>