

Rensselaer Institutional Biosafety Committee (IBC)

Getting Started with Mentor IBC

For more information about the IBC program: research.rpi.edu/compliance/IACUC

The IBC protocol review process is managed through the Mentor IBC system. Principal Investigators must complete the required IBC CITI training courses prior to submitting a protocol via Mentor IBC. PIs will be prompted to upload the CITI course completion certificate(s) if none are on file in the Mentor IBC system. The Mentor system does not allow new Protocol submissions unless your CITI certifications are current. IBC reviewers are also required to verify the certification status of ALL Investigators as part of the protocol review process.

Accessing Mentor IBC

1. Access the Mentor login page: <https://www.axiommentor.com/login/shibLogin.cfm?i=rpi>
2. Use your RCS ID (Rensselaer email username) and RCS password to log in.

Navigating Mentor IBC

Upon login, you will be directed to the IBC Info page, which includes general guidelines for submitting a new protocol. The links along the left direct you to the following sections:

- Documentation: Forms, instructions and policies regarding Protocol preparation and IBC review.
- My Protocols: The page where you will create and manage your IBC protocols.
- CITI Course Completion: A record of the CITI training courses you have completed.

NOTE: CITI course certificates should automatically load into Mentor system from the CITI training site if you registered for CITI with your RPI email. If your certificates do not appear on the CITI Course Completion page, you may upload them manually using the Upload button next to the relevant course title. You are responsible for keeping your certifications up to date.

Submitting a Research Protocol for IBC Review

1. Download the "Protocol Description Template" (.doc file) from the Documentation page and fill out completely.
2. Go to My Protocols and click Create New Protocol. Enter the requested information into form and upload Protocol Description.
3. Once you have uploaded your documents, click Save to submit your protocol. You should receive an email confirmation of your submission.

Monitoring Review of Research Protocols

1. After submission, you will receive additional email notifications as your Protocol moves through the IBC Review process. Quite often, a protocol requires revisions prior to final review. You may log into Mentor IBC at any point to view the status of your protocol.
2. For questions specific to your Protocol, please use the "Messages" link while viewing the protocol record in Mentor (upper right side of page).