

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: IBC Application Appeals by the Principal Investigator		
SOP Number: IBC-PP-015	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

## 1. Purpose

- 1.1. This procedure refers to IBC applications only.
- 1.2. The purpose of this procedure is to describe the process by which a principal investigator may appeal the decisions of the IBC regarding applications where he/she is listed as a principal investigator.

## 2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IO: Institutional Official (Vice President for Research and Economic Development)
- 2.3. IBC: Institutional Biosafety Committee
- 2.4. PI: Principal Investigator

## 3. Responsibilities and Authorities

- 3.1. Biological Safety Officer
  - 3.1.1. Manages all correspondence.
- 3.2. IBC Chair
  - 3.2.1. Receives the appeal and schedules a review.
  - 3.2.2. Invites the PI to the review meeting.

## 4. Items Needed

- 4.1. IBC application

## 5. Procedure

- 5.1. PIs have a right to appeal IBC decisions concerning their research projects.
- 5.2. Request for appeal of an IBC decision must be made in writing to the IBC Chair.

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: IBC Application Appeals by the Principal Investigator		
SOP Number: IBC-PP-015	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

5.3. Once a request for appeal has been received, the IBC Chair will place the appeal on the agenda for the next IBC meeting.

5.3.1. If a time constraint exists for the PI in terms of funding, the IBC Chair may choose to schedule a separate meeting.

5.4. The Chair invites the PI to attend the meeting to defend the appeal.

5.5. The BSO will notify the PI of the IBC's decision in writing.

5.6. If the PI is still not satisfied with the IBC's decision, he or she may appeal to the Institutional Official and thereby initiate further IBC consideration if the IO so requests. However, the IO cannot approve research that has not been approved by the IBC.

## 6. Associated SOPs

6.1. IBC-PP-012

## 7. Associated Forms

7.1. None

## 8. References

8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*

## 9. Revision History

9.1. Revised 4/2/13 and approved 5/15/2013

9.2. Revised 8/24/2015 and approved 9/16/2015

## 10. Approvals

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
Biological Safety Officer

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
IBC Chair