

## COMMON ERRORS AND/OR OMISSIONS WHEN SUBMITTING IBC PROTOCOLS

Current form must be used:

Protocol Submission Form	January-2009
Resubmission Form	June-2008
Human Form	August-2004
Adverse Event Form	September-2008
Transgenic/Knockout Form	August-2005

A copy of the Project Summary/Abstract for the proposal is to be attached to each submitted protocol.

For projects involving recombinant work at level III-D and above, toxin work, or the administration of organisms/viruses BSL2 or above to animal an abbreviated biosketch, similar to that submitted with grants to NIH, is to be included with the submission of the protocol for the PI and any Co-Investigators

Appropriate boxes are checked above Section 1

#6 Grant start date is a current date and sufficiently in the future

#7 Proposed project initiation is a current date and sufficiently in the future

#11 Training/Experience must be elaborated on. "PhD", "14 years" is not acceptable. ex. 14 years working with "insert what is being used on this protocol".

#12 Biological source of DNA means species (such as human, mouse), organism (such as Streptococcus mutans) or virus (such as hepatitis B virus)

#13 The vector and its/their biological origin must be described and **a functional map** must be attached. Biological origin means bacterial, viral, or other vector origin.

PI has signed and dated the Protocol

Co-Investigator (if applicable) has signed and dated the protocol.