

Gator TRACS User Guide:

**Biohazard Project
Registrations**

***For Principal Investigators
& Lab Managers***



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IF YOU HAVE ANY TROUBLE WITH THIS MODULE, PLEASE CONTACT THE BIOSAFETY OFFICE AT 352-392-1591.

I. ACCESSING BIOHAZARD PROJECT REGISTRATIONS

To access Biohazard Project Registrations, click the **Biohazard Project Registration** link from the Gator TRACS left sidebar

Welcome to Gator TRACS Biohazard Project Registrations

For NEW users, please click "New Biohazard Project Registration" to begin your application.

You will then arrive at the Biohazard Project Registration main page, which presents a table containing all of your project registrations, amendments, and renewals – both approved and under review – including important details such as application dates, project titles, approved biosafety level(s), permit numbers, and applications status.

If needed, you may also search or filter the table via a variety of filters available by clicking the **Toggle Filters** button.

Biohazard Project Registration

New Application | New Amendment | New Renewal | Toggle Filters

Start Date: 06/08/2019 | End Date: 06/09/2020

Show 25 rows

Updated	Created	Form	Ap	Project Title:	Approved BSL	Permit Number	Status	
Jun 17, 2019	Jun 17, 2019	[BIOMAIN] Project Registration - Main Form	Lab (labmanager@gmail.com)	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 2	<ul style="list-style-type: none"> BSL-3 ABSL-3 	BIO0046	Complete	Open
Jun 17, 2019	Jun 17, 2019	[BIOMAIN] Project Registration - Main Form	Lab Manager Test (labmanager@gmail.com)	Principal Investigator Test (principalinvestigator@gmail.com)	<ul style="list-style-type: none"> BSL-2 	BIO0045	Complete	Open

Showing 1 to 2 of 2 entries

Previous | 1 | Next

II. PROJECT REGISTRATION

A. Initial (Main) Registration Form

Welcome to Gator TRACS Biohazard Project Registrations

For NEW projects, please select "New Biohazard Project Registration" to begin your application. You may also view a tutorial video [HERE](#).

For PERMIT AMENDMENTS & RENEWALS, please select the "Permit Amendments & Renewals" tab. You may also view a tutorial video [HERE](#).

For INFORMATION & FAQs, please visit the [Gator TRACS page](#) on the UF EHS website.

Step 1
On the Biohazard Project Registration screen, click the **New Application** button.

Start Date: 06/08/2019 End Date: 06/09/2020

PDF EXCEL

Updated	Created	Form	Applicant	PI Name:	Project Title:	Approved BSL	Permit Number	Status	
Jun 17, 2019	Jun 17, 2019	[BIOMAIN] Project Registration - Main Form	Lab Manager Test (labmanager@gmail.com)	Principal Investigator Test (principalinvestigator@gmail.com)	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 2	<ul style="list-style-type: none">BSL-3ABSL-3	BIO0046	Complete	Open
Jun 17, 2019		[BIOMAIN]			Test Project for Demonstration of the				Open

Showing 1 to 2 of 2 rows

1 Next

Note: Anyone on a principal investigator's roster can start a new biohazard project registration and fill out all of the forms. The PI will, however, need to certify the forms before they are officially submitted for review, and this step is highlighted in Part 3 of this section.

Start without Copying Previous Application

Start New Application

Copy from Previous Application

Issued	Authorized User
17-Jun-19	Principal Investigator Test (principalinvestigator@gmail.com)
17-Jun-19	Principal Investigator Test (principalinvestigator@gmail.com)

If you have an APPROVED project registration in Gator TRACS, a popup screen will appear which allows you to copy form data from previous applications. You may either click one of the listed applications or click Start New Application. You may either click one of the listed applications, or click **Start New Application**.

II.A. PROJECT REGISTRATION (cont.)

Project Registration - Main Form Exit Save Changes Continue to Sub-Forms

BIOHAZARD PROJECT REGISTRATION - MAIN FORM

PROJECT OVERVIEW QUESTIONS

1. Does this project involve Federal Select Agents?
To see the list of select agents, visit <https://www.selectagents.gov/selectagentsandtoxinslist.html> **2B**

Yes
 No

2. Does this project involve infectious biological agents pathogenic to otherwise healthy humans?
 Yes
 No

3. Does this project involve culturing or propagating of an unknown/uncharacterized pathogen?
(e.g., characterizing a novel, emerging pathogen) **2A**

Yes
 No

4. Does this project involve the analysis of samples known or suspected to be infectious biological agents?
(e.g., diagnostics of a suspected pathogen from clinical samples)

Yes
 No

Step 2

The first form you will be required to complete is the Biohazard Project Registration Main Form. This form – as well as all other registration forms in this system – contains variety of question types, and many questions also included grey italicized help texts **(2A)** as well as helpful web hyperlinks in blue **(2B)**.

Project Registration - Main Form Exit Save Changes Continue to Sub-Forms

BIOHAZARD PROJECT REGISTRATION - MAIN FORM **3A** **3B**

Step 3

You may save your progress and return to the complete the form at any time by clicking the **Save Changes** button **(3A)**. Once you have completed the form and are ready to proceed, click the **Continue to Sub-Forms** button **(3B)**.

1. Does this project involve Federal Select Agents?
To see the list of select agents, visit <https://www.selectagents.gov/selectagentsandtoxinslist.html>

Yes
 No

2. Does this project involve infectious biological agents pathogenic to otherwise healthy humans?
 Yes
 No

3. Does this project involve culturing or propagating of an unknown/uncharacterized pathogen?
(e.g., characterizing a novel, emerging pathogen)

Yes
 No

Note: Depending upon your answers to some of the question in this Main Form, a variety of sub-forms may also be required. Details on how to complete these forms are covered in the next part of this guide.

II. PROJECT REGISTRATION

B. Registration Sub-Forms

Authorization Information ✕ Close

Permit	Biohazard Project Registration
Application Initiated By	Lab Manager Test (labmanager@gmail.com)
Application Status	Pending Sub-Form(s)
Application Initiated On	Jun 17, 2019
Application Last Updated	Jun 17, 2019
PI Name:	Principal Investigator Test (principalinvestigator@gmail.com)
Project Title:	Test Project for Demonstration of the Submission of Biohaza

Authorization Progress | Notes and Comments | Attachments

Process Step	Responsible	Status	Action
FORM: Project Registration - Main Form	Lab Manager Test	Pending Approval	
[1] PI Certification (Project Registration - Main Form)			
[2] Received by EH&S (Project Registration - Main Form)			
[3] Approval (Project Registration - Main Form)			
FORM: Human/Primate Material Sub-Form	Lab Man		
FORM: Biological Toxin Sub-Form	Lab Man		
FORM: Recombinant/Synthetic Nucleic Acids Sub-Form	Lab Manager Test	Required	
FORM: Infectious Biological Agent Sub-Form	Lab Manager Test	Required	
FORM: Federal and State Permits Sub-Form	Lab Manager Test	Required	

After completing and submitting the main form, you will be directed to the Authorization Progress view of this project application. As mentioned in the previous section, based on your responses in the Main Form, the completion of additional sub-forms may be required. If this is the case, they will be listed toward the bottom half of the **Authorization Progress** table.

Click the **Open** button to open and complete the given form. (Note: Just as with the main form, you may work on any form, save your progress, and continue at a later time if necessary).

II.B. PROJECT REGISTRATION (cont.)

✕ Close

Authorization Information

Permit	Biohazard Project Registration
Application Initiated By	Lab Manager Test (labmanager@gmail.com)
Application Status	Pending Sub-Form(s)
Application Initiated On	Jun 17, 2019
Application Last Updated	Jun 17, 2019
PI Name:	Principal Investigator Test (principalinvestigator@gmail.com)
Project Title:	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 3

Authorization Progress
Notes and Comments
Print Forms

Process Step

- FORM: Project Registration
- [1] PI Certification (Project Registration)
- [2] Received by EH&S (Project Registration)
- [3] Approval (Project Registration)
- FORM: Federal and State Permits Sub-Form
- FORM: Infectious Biological Agent Sub-Form

This form is no longer necessary. Would you like to delete this form?
- FORM: Biological Toxin Sub-Form

Status

Pending Approval	Open
Pending Sub-Form(s)	
Pending Sub-Form(s)	
Pending Sub-Form(s)	
Required	Open
Required	Open
Required	Open

If you were to re-open the Main Form and change your answer to one of the sub-form triggering questions, the system will then detect that the corresponding sub-form is no longer necessary. If this is the case, a yellow box will appear asking if you would like to delete this form.

FORM: Federal and State Permits Sub-Form	Lab Manager Test	Required	Open
FORM: Infectious Biological Agent Sub-Form	Lab Manager Test		
<div style="border: 1px solid yellow; padding: 5px; margin: 5px auto; width: 80%;"> <p>Infectious Biological Agent Sub-Form <i>assigned to Lab Manager Test (labmanager@safetystratus.com)</i></p> <p>Are you sure you want to delete this form? This action cannot be undone.</p> <div style="display: flex; justify-content: center; gap: 10px;"> Cancel Confirm Delete </div> </div>			
FORM: Biological Toxin Sub-Form	Lab Manager Test		

After clicking the **Delete** button, an additional message will appear reminding you that this action cannot be undone, and that any data you may have entered and saved in the given form will be erased. Click **Confirm Delete** to continue.

PROJECT REGISTRATION

C: Principal Investigator Certification

Authorization Information ✕ Close

Permit	Biohazard Project Registration
Application Initiated By	Lab Manager Test (labmanager@gmail.com)
Project Title	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 3

Once all forms have been completed and submitted, the final step that must take place before the project review process can begin is the PI Certification step. At this stage, the PI will be notified via email that he/she will need to login and certify that all forms have been accurately completed.

Authorization Progress Notes and Comments Attachments Print Forms

Process Step	Responsible	Status	
🔒 FORM: Project Registration - Main Form	Lab Manager Test	Pending Approval	Open
[1] PI Certification (Project Registration - Main Form)		Pending	Certify
[2] Received by EH&S (Project Registration - Main Form)		Pending	
[3] Approval (Project Registration - Main Form)		Pending	
🔒 FORM: Biological Toxin Sub-Form	Lab Manager Test	Completed [6/17/19]	
🔒 FORM: Human/Primate Material Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
🔒 FORM: Federal and State Permits Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
🔒 FORM: Infectious Biological Agent Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
🔒 FORM: Recombinant/Synthetic Nucleic Acids Sub-Form	Lab Manager Test	Completed [6/17/19]	Open

Click the **Certify** button to begin the PI Certification.

II.B. PROJECT REGISTRATION (cont.)

Back to Permits
Certify

PRINCIPAL INVESTIGATOR CERTIFICATION

By certifying this application:

- I attest to the fact that all individuals associated with this project have received all required training and have also received training specific to the agent(s) that they will be handling.
- I agree to comply with local, state, and federal requirements pertaining to handling, shipment, transfer, and disposal of biological agents and recombinant/synthetic nucleic acids.
- I am familiar with and agree to abide by the provisions of the current biosafety regulations as outlined by the [BMBL, NIH Guidelines](#), and other specific Biological Safety Office/IBC instructions pertaining to the proposed project.
- I understand that I must have EH&S or IBC approval before beginning this work.
- I understand that changes to the project described above must be reported to the EH&S Biosafety Office in advance.
- I understand that associated IACUC or IRB approvals may be held pending EH&S or IBC approval of this work.

IF THIS IS AN AMENDMENT:

In the Comments section below, please briefly summarize your proposed changes.

Comments

On this screen, you are certifying that all of the listed statements above are true. Click the **Certify** button at the top right of the page to complete.

Print Form

Permit Approval Comments
Principal Investigator Test (Jun 17, 2019)

With all registration forms having been submitted, you can now monitor the progress of the project review going forward via the Authorization Progress table.

Authorization Progress

Notes and Comments

Attachments

Print Forms

Process Step	Responsible	Status	
🔒 FORM: Project Registration - Main Form	Lab Manager Test	Pending Approval	Open
[1] PI Certification (Project Registration - Main Form)		Completed [6/17/19]	
[2] Recei		Completed [6/17/19]	
[3] Appr		Pending	
🔒 FORM		Completed [6/17/19]	Open
🔒		Completed [6/17/19]	Open
🔒 FORM:		Completed [6/17/19]	Open
🔒 FORM: Infectious Biological Agent Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
🔒 FORM: Recombinant/Synthetic Nucleic Acids Sub-Form	Lab Manager Test	Completed [6/17/19]	Open

Once your submission has been received by EH&S, your forms will be locked (as indicated by the closed lock icons) and no further changes can be made.

III. THE PROJECT REVIEW PROCESS

A. Replying to Reviewer Comments & Change Requests

Application Status: Pending Approval

PI Name: Principal Investigator Test (principalinvestigator@gmail.com)
Project Title: Test Project for Demonstration of the Submission of Biohazardous Materials

Authorization Progress: **1B** Notes and Comments Attachments

Step 1
To view any new comments, you can either **(1A)** open the form that is showing new comments, or **(1B)** navigate to the **Notes and Comments** tab.

Process Step	Responsible	Status	Action
FORM: Project Registration - Main Form	Lab Manager Test	Pending	
[1] PI Certification (Project Registration - Main Form)			
[2] Received by EH&S (Project Registration - Main Form)			
[3] Approval (Project Registration - Main Form)			
FORM: Biological Toxin Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
FORM: Human/Primate Material Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
FORM: Federal and State Permits Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
FORM: Infectious Biological Agent Sub-Form	Lab Manager Test	Completed [6/17/19]	Open
2 New Comments			
FORM: Recombinant/Synthetic Nucleic Acids Sub-Form	Lab Manager Test	Completed [6/17/19]	Open

Application Initiated By: Principal Investigator Test (principalinvestigator@gmail.com)
Application Status: Pending Approval
Application Initiated On: Jun 17, 2019
Application Last Updated: Jun 17, 2019
PI Name: Principal Investigator Test (principalinvestigator@gmail.com)
Project Title: Test Project for Demonstration of the Submission of Biohazardous Materials

Authorization Progress: Notes and Comments Attachments Inspection In Progress

New Note Show 25 rows Excel PDF

The Notes and Comments table summarizes all notes and comments from all forms into one convenient table. This table includes the date/time of each comment, the comment itself, the form that comment was made in, and a link to open that form directly.

Date	Note / Comment	Form	Action
6/17/19 2:15 PM	We will utilize 1:10 bleach solution, prepared daily, and will sterilize all work surfaces before and after bacterial work is done.	Infectious Biological Agent Sub-Form	Form
6/17/19 2:11 PM	Please elaborate on the Prevention of bacterial hazards and contamination, specifically what disinfectants and procedures will be used.	Infectious Biological Agent Sub-Form	Form

Showing 1 to 2 of 2 entries

Previous 1 Next

III.A. PROJECT REVIEW PROCESS (cont.)

LOCKED Infectious Biological Agent Sub-Form Exit

INFECTIOUS BIOLOGICAL AGENT SUB-FORM

1. Will your project involve the use of bacteria?

Yes

Add Comment

1A. Bacterial Agent Profile

Please provide details for each bacterial agent to be used in this project. Click the 'Add New' button to create additional agent profiles.

[6/17/19 2:11 PM] Please elaborate on the Prevention of bacterial hazards and contamination, specifically what disinfectants and procedures will be used.

Reply

Bacteria name:

Describe the bacterial agent you will be working with.

Volume/titer which will be handled at any given time?

Primary laboratory hazards:
(e.g., accidental inoculation, aerosols, etc.)

Accidental inoculation; bench top/workspace surface contamination; aerosolization during centrifuge activities.

Clinical signs & symptoms:

Digestive tract distress, stomach pain, vomiting.

Prevention & treatments:

Areas will be disinfected regularly.

Step 2

After opening the commented form, you will find that any new comments are highlighted in yellow. You can reply to that comment by clicking **Reply** below the comment.

Step 3

Upon clicking Reply, a small popup appears into which you can enter your comment. Click the **green check mark** to save the comment, or the **red X** to exit/delete.

LOCKED Infectious Biological Agent Sub-Form Exit

1. Will your project involve the use of bacteria?

Yes

Add Comment

Enter Comment ...

Reply

Bacteria name:

III.A. PROJECT REVIEW PROCESS (cont.)

LOCKED Infectious Biological Agent Sub-Form Exit

INFECTIOUS BIOLOGICAL AGENT SUB-FORM

1. Will your project involve the use of **bacteria**?

Yes

Add Comment

1A. Bacterial Agent Profile

Please provide details for each bacterial agent to be used in this project. Click the 'Add New' button to create additional agent profiles.

[6/17/19 2:11 PM] Please elaborate on the Prevention of bacterial hazards and contamination, specifically what disinfectants and procedures will be used.

[6/17/19 2:15 PM - Principal Investigator Test] We will utilize 1:10 bleach solution, prepared daily, and will sterilize all work surfaces before and after bacterial work is done.

Reply

Bacteria name:
Search for and select the name of the bacterial agent.

Escherichia coli - Enteroinvasive strains

Risk group:

RG3

Host range:

Humans
Animals

Infectious dose:

1 mL

What is the anticipated maximum volume/titer which will be handled at any given time?

5 mL

Primary lab:
(e.g., accidental inoculation)

Accidental inoculation

Clinical signs and symptoms:

Digestive tract distress, stomach pain, vomiting.

Prevention & treatments:

Areas will be disinfected regularly.

After entering your reply, you will see it saved below the original comment on the form.

Note: If a reviewer has asked you to edit or update your form answers, administrators will first need to unlock the form(s) to allow you to edit and save it. You will be notified via email when an application form(s) has been unlocked.

THE PROJECT REVIEW PROCESS

B. Uploading Requested Documentation

Permit Approval Comments: Principal Investigator Test (Jun 17, 2019)
I certify that this submission is accurate.

PI Name: Principal Investigator Test (principalinvestigator@gmail.com)

Project Title: Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 3

Authorization Progress | Notes and Comments | Attachments | Print Forms

Process Step	Responsible	Status
FORM: Project Registration - M...		Pending Approval Open
[1] PI Certification (Project Regis...		Completed [6/17/19]
[2] Received by EH&S (Project R...		Completed [6/17/19]
[3] Approval (Project Registration...		Pending
FORM: Biological Toxin Sub-Form		Completed [6/17/19] Open
FORM: Human/Primate Mater...		Completed [6/17/19] Open
FORM: Federal and State Perm...		Completed [6/17/19] Open
FORM: Infectious Biological Age...		Completed [6/17/19] Open
2 New Comments		
FORM: Recombinant/Synthetic Nucleic Acids Sub-Form	Lab Manager Test	Completed [6/17/19] Open

In the event that a reviewer requests additional supporting documentation, you can manually upload such files via the **Attachments** tab. All files uploaded as part of this project application (including those uploaded via the application forms) are organized in this location.

Application Initiated On: Jun 17, 2019

Application Last Updated: Jun 17, 2019

Permit Approval Comments: Principal Investigator Test (Jun 17, 2019)
I certify that this submission is accurate.

PI Name: Principal Investigator Test (principalinvestigator@gmail.com)

Project Title: Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 3

Authorization Progress | Notes and Comments | Attachments | Print Forms

File Attachments

New Attachment

Click the **New Attachment** button to upload additional files, as needed.

- Autoclaving_SOP.pdf
- Bacteria_Handling_SOP.pdf
- Decontamination_Protocol.docx

All files uploaded as part of this project application (including those uploaded via the application forms) are organized in this location.

IV. REVIEWING DETAILS OF APPROVED PROJECTS

Biohazard Project Registration

New Application | New Amendment | New Registration

2019 End Date 06/09/2020

Show 25 rows

PDF EXCEL

Updated	Created	Form	Applicant	PI Name:	Project Title:	Approved BSL	Permit Number	Status	
Jun 17, 2019	Jun 17, 2019	[BIOMAIN] Project Registration - Main Form	Lab Manager Test (labmanager@gmail.com)	Principal Investigator Test (principalinvestigator@gmail.com)	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 2	<ul style="list-style-type: none"> BSL-3 ABSL-3 	BIO0046	Complete	Open
Jun 17, 2019	Jun 17, 2019	[BIOMAIN] Project Registration - Main Form	Lab Manager Test (labmanager@gmail.com)	Principal Investigator Test (principalinvestigator@gmail.com)					Open

Showing 1 to 2 of 2 entries

1 Next

If/when your project registration has been approved, you will receive email confirmation. This email will contain your permit number, as well as a link to view details of the permit.

You can view the details of any existing (or past) project registration by navigating to the Biohazard Project Registration main page and clicking the **Open** icon next to the given project.

Authorization Information Close

Permit	Biohazard Project Registration
Permit Number	BIO0045
Application Initiated By	Lab Manager Test (labmanager@gmail.com)
Application Status	Complete
Application Initiated On	Jun 17, 2019
Application Last Updated	Jun 17, 2019
Application Approved On	Jun 17, 2019
Permit Special Conditions	<ul style="list-style-type: none"> Annual Bloodborne Pathogen Training. HGT Projects: Adherence to all reporting requirements of Appendix M-I-C of the NIH Guidelines (https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.html#_Toc446948493) is required.
Permit Biosafety Level	<ul style="list-style-type: none"> BSL-2
Permit Approval Comments	<p>Test EHSUFBSO (Jun 17, 2019) Your project registration has been approved. Please review all details.</p> <p>Principal Investigator Test (Jun 17, 2019) I certify that this submission is accurate.</p>
PI Name:	Principal Investigator Test (principalinvestigator@gmail.com)
Project Title:	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 1

The top portion of this page contains a summary table for this project, including important information such as Permit Special Conditions and the approved biosafety level (BSL).

V. SUBMITTING A PROJECT AMENDMENT OR RENEWAL

Biohazard Project Registration

New Application New Amendment New Renewal Toggle Filters

Start Date 06/08/2019 End Date 06/09/2020

Show 25 rows PDF EXCEL

Step 1

Click either the **New Amendment** button, or the **New Renewal** button (depending upon your objective) on the Biohazard Projects Registrations page.

Updated	Project Title:	Approved BSL	Permit Number	Status	
Jun 17, 2019	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 2	<ul style="list-style-type: none"> BSL-3 ABSL-3 	BIO0046	Complete	Open
Jun 17, 2019	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 1	<ul style="list-style-type: none"> BSL-2 	BIO0045	Complete	Open

Showing 1 to 2 of 2 entries

Previous 1 Next

Biohazard Project Registration

Select Permit to Amend

[BIO0045] - Principal Investigator Test (principalinvestigator@gmail.com) - EXP: 6/17/24

[BIO0046] - Principal Investigator Test (principalinvestigator@gmail.com) - EXP: 6/17/24

Cancel Start Amendment

Step 2

Upon clicking either button, a small popup will appear asking you to select which existing permit you would like to amend or renew. Select the appropriate permit and click the **Start Amendment (or Start Renewal)** button.

V. SUBMITTING AN AMENDMENT/RENEWAL (cont.)

Authorization Information Close

Step 4

After making this selection you will arrive at the same Authorization Information/Progress page as you would have seen the first time you applied for this project registration. All forms/sub-forms are listed in the table, and you will now need to open each one, make any necessary updates or edits, and resubmit them, starting with the **Project Registration – Main Form**.

Amendm
Am
Amendm
Amendme

Authorization Progress | Notes and Comments | Attachments Print Forms | Permit

Process Step	Responsible	Status
FORM: Project Registration - Main Form	Principal Investigator Test	Required
[1] PI Certification (Project Registration - Main Form)		
[2] Received by EH&S (Project Registration - Main Form)		
[3] Approval (Project Registration - Main Form)		
FORM: Human/Primate Material Sub-Form		
FORM: Biological Toxin Sub-Form		
FORM: Federal and State Permits Sub-Form		
FORM: Recombinant/Synthetic Nucleic Acids Sub-Form		
FORM: Infectious Biological Agent Sub-Form	Principal Investigator Test	Required

Note: When starting an amendment, it is best to review the Main Form first. If any of your previous answers change in the Main Form, the system will then decide whether any of the previously completed sub-forms are still necessary, and therefore may need to be deleted.

Amendment Status Pending Approval

Step 5

With all forms and sub-forms having been completed and submitted, the PI Certification step must now take place (as described in Section 2, Part 3).

Amendm
Amendme

Authorization Progress | Notes and Comments | Attachments Print Forms | Permit

Process Step	Responsible	Status
FORM: Project Registration - Main Form Form Updated	Principal Investigator Test	Pending Approval
[1] PI Certification (Project Registration - Main Form)		Pending
[2] Received by EH&S (Project Registration - Main Form)		Pending
[3] Approval (Project Registration - Main Form)		Pending
FORM: Recombinant/Synthetic Nucleic Acids Sub-Form Form Updated	Principal Investigator Test	Completed [6/17/19]
FORM: Infectious Biological Agent Sub-Form Form Updated		[6/17/19]
FORM: Biological Toxin Sub-Form		[6/17/19]
FORM: Federal and State Permits Sub-Form		[6/17/19]
FORM: Human/Primate Material Sub-Form	Principal Investigator Test	Completed [6/17/19]

Note: Any forms you have made changes to will be marked with the **Form Updated** badge

V. SUBMITTING AN AMENDMENT/RENEWAL (cont.)

✕ Close

Authorization Information

Permit	Biohazard Project Registration
Amendm	
Am	
Amendm	
Amendme	
PI Name:	Principal Investigator Test (principalinvestigator@gmail.com)
Project Title:	Test Project for Demonstration of the Submission of Biohazard Project Registrations - Example 1

Step 6

After PI Certification has taken place, the official review process will begin, just as when the application was originally submitted.

Authorization Progress
Notes and Comments
Attachments

Print Forms
Permit

Process Step	Responsible	Status	
🔒 FORM: Project Registration - Main Form Form Updated	Principal Investigator Test	Pending Approval	Open
[1] PI Certification (Project Registration - Main Form)		Completed [6/17/19]	
[2] Received by EH&S (Project Registration - Main Form)		Pending	
[3] Approval (Project Registration - Main Form)		Pending	
🔒 FORM: Biological Toxin Sub-Form	Principal Investigator Test	Completed [6/17/19]	Open
🔒 FORM: Human/Primate Material Sub-Form	Principal Investigator Test	Completed [6/17/19]	Open
🔒 FORM: Federal and State Permits Sub-Form	Principal Investigator Test	Completed [6/17/19]	Open
🔒 FORM: Infectious Biological Agent Sub-Form Form Updated	Principal Investigator Test	Completed [6/17/19]	Open
🔒 FORM: Recombinant/Synthetic Nucleic Acids Sub-Form Form Updated	Principal Investigator Test	Completed [6/17/19]	Open