

Where to start: ibc.utoledo.edu, then click the link to log in using your UTAD credentials.

Upper Blue Bar:

- Home Button always brings you back to this screen.
- The “Find Study” search box allows you to enter a partial or full study number to search for a specific study.

Left Menu:

Actions – things you can do in the system

- Start xForm – click to start a new IBC application (indicated by a blue star)

Recent Items – simply list the last studies or other records you have accessed

Messages – a persistent message area

Useful Links – a set of links that allow you to switch between dashboards

My Documents & Forms – These links refer to items specific to you.

- User Attachments - shows you what attachments are linked to you as a user, not related to any Study or Event.
- xForms – shows you a list of the xForms you have in progress or that are assigned to you in any capacity.

Events – Events are things that happen to Studies either during the initial review and approval, during their lifecycle (like Amendment or Renewal) or at the end of their lifecycle, like a Final Report.

- Event Types (Blue Box) all have a different color to help you differentiate between them. Each Event Type will have a new line, color and description.
- Total Open Events (Purple Box) allows you to see all current events in one list.
- The pie chart gives you a picture of your whole IACUC research portfolio looks like by Event Type

Lower Panel:

My Studies

Shows you the list of your current Active Studies without having to click the “# active Studies” link in the Studies section.

Right Message Panel:

Look here for helpful or timely information.