Oklahoma State University Institutional Biosafety Committee		
Protocol Review Process	Policy #	GA 103
	Effective Date	11/29/2006
	Revision Date	4/3/2026
	Revision #	2
	IBC Approval Date:	5/28/2026

1. POLICY

The Office of University Research Compliance (URC) coordinates the Institutional Biosafety Committee's (IBC) review process of all biosafety research and maintains all of the relevant records. The OSU IBC application forms are available electronically on OneAegis. Incomplete protocol applications will delay the review process. The research activity may not start until provisional or full approval is granted from the IBC.

The IBC will review the protocol to determine if the proposed project is in compliance with appropriate policies and NIH, CDC, and USDA/APHIS regulations. The review will consist of, but not be limited to:

- An overall assessment of the proposed project to determine if any conditions associated with the project would prohibit initiation of the project under the proposed plan.
- An assessment of the proposed containment levels to ensure that the safety levels are sufficient for the type of activity being conducted.
- An assessment of the facilities, procedures, practices, and training relative to the proposed level of containment.

The IBC will meet to discuss the review and vote on accepting or rejecting the proposed research. Rejection may be overturned based on satisfactory completion of identified deficiencies. The IBC results will be conveyed to the investigator. The project may not be started until the investigator receives a full or provisional approval letter from the IBC through the Office of University Research Compliance.

Types of review: (full Institutional Biosafety Committee (IBC) or subset (expedited review) depend on the specific project. For example, experiments exempt from *NIH Guidelines* may be reviewed by a subcommittee of the IBC and granted full approval. Other protocols involving Risk Group I or Risk Group 2 organisms may be similarly reviewed by a subset of the IBC. Protocols involving recombinant DNA with Risk Group 2 organisms or involving the use of any Risk Group 3 or higher organisms will require review by the full IBC.

For any subset (expedited) reviews the full committee is notified via email, but only assigned reviewers are required to complete the review. Reviews must be submitted in OneAegis within a 1-week timeline. If a reviewee fails to meet this deadline, URC staff reserve the right to reassign the review to another committee member. Expedited reviewers always consist of the IBC Chair or Vice Chair, the BSO, and one additional member with relevant expertise.

For any full committee reviews, meeting materials will be posted on the OneAegis website prior to the meeting for members to review. Teleconference meetings are scheduled every even month. Convened meetings are scheduled every odd month. URC staff reserve the right to cancel any scheduled meeting if no protocols require review for that month.

2. SCOPE

This policy applies to all research laboratories and facilities falling within the purview of Oklahoma State University (Stillwater).

3. RESPONSIBILITY

The Oklahoma State University Institutional Biosafety Committee and Biosafety Office.

4. APPLICABLE REGULATIONS, GUIDELINES, & OSU POLICIES

- NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acids (NIH Guidelines)
- Select Agent Final Rules (i.e., 7 CFR Part 331, 9 CFR Part 121, and 42 CFR Part 73)
- United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern and Pathogens with Enhanced Pandemic Potential