Guideline for Submission of IBSC proposals

All research work involving use of hazardous microorganisms (Risk Category 1 and above), manipulation of genes and genome, cell culture, and/or import and export of biological materials or organisms needs an approval from IBSC, RCGM or appropriate authorities through IBSC. The link to access appropriate guidelines and application form is provided. The application for IBSC approvals will be reviewed at least twice in a year during IBSC meeting. In emergency, IBSC can be contacted for additional meetings or appropriate action.

The guidelines and process for approval of your application to IBSC is given below:

1. Contact IBSC by writing email to ibscbitspilani@pilani.bits-pilani.ac.in, in case you are planning to submit a research proposal for IBSC approval. The IBSC Secretary will register your candidature following which you will receive IBKP log-in credentials (It is for first time only; same credentials need to be used for later applications). In general, IBSC sends a mail asking for proposals before ~30 days of scheduled meeting.
2. Download the respective form from https://ibkp.dbtindia.gov.in/Content/ApplicationFormats and send the soft copy of duly filled form to ibscbitspilani@pilani.bits-pilani.ac.in.
3. IBSC will conduct an internal review of all the proposals received and will provide suggestion(s)/ feedback (if any). You should incorporate/ address the given suggestion(s) and then fill the proposal details online on the above mentioned IBKP portal.
4. Before online filling the application on IBKP portal, you may also require to have BioRRAP ID.

Acquiring BioRRAP ID

5. To get your BIORRAP ID, visit https://biorrap.gov.in/
6. Click organization registration. Enter organization name: Type and Select 'Birla Institute of Technology & Science, Pilani, Pilani campus.
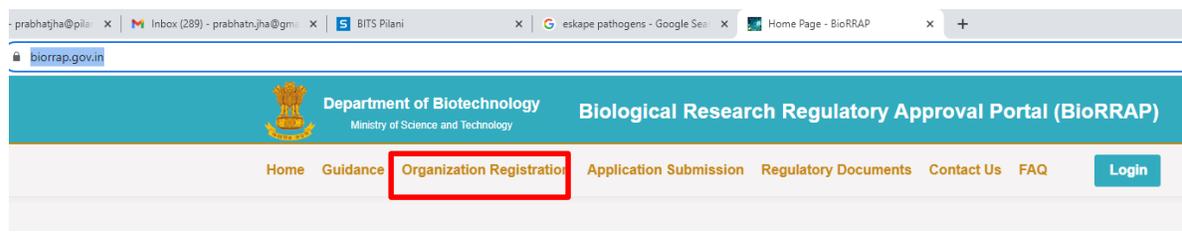
7. Request for new user.
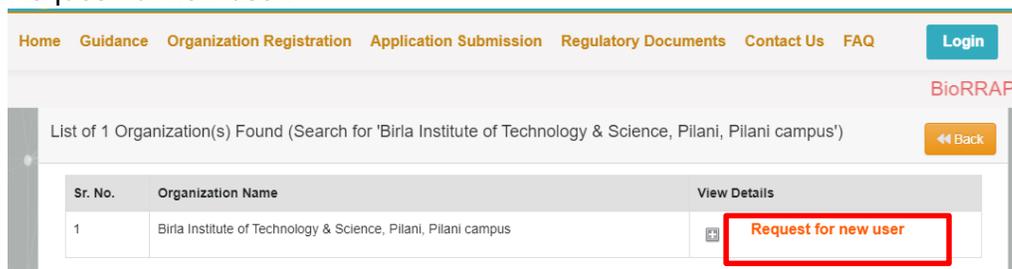
8. Inform IBSC after completing the above step. IBSC will approve your request and you will receive the credential to fill your details on BioRRAP (This is for first time only; same credentials need to be used for later applications).

9. Using the credentials log in to the BioRRAP dashboard and click on New Proposal→ Submit New Proposal. Fill the details as per your proposal and submit.

10. After review by BioRRAP, you shall receive a BioRRAP id which will be required to apply online on IBKP portal. You can find your BioRRAP ID by clicking on Proposal → Submitted Proposals. Note this ID.

Filling application form on IBKP portal

11. Visit https://ibkp.dbtindia.gov.in/Login/Login. Fill the credentials created by IBSC to log-in. Choose the appropriate form as per your proposed area of work.

12. In case a BioRRAP ID is required (for example while filling Form C1), enter your BioRRAP ID. After this, fill the appropriate submission form.
13. Click "Save" button given in right end corner to save the filled details (**Note:** *Do not click submit button before you receive minutes of meeting from IBSC*).
14. The finalized proposal will be discussed in a IBSC meeting in presence of Outside Expert, DBT Nominee, Biosafety Officer and other IBSC members. The proposers must be present in the IBSC meeting during proposal discussion.
15. After IBSC meeting, the minutes of meeting will be prepared online by the Secretary. The duly signed minutes will be shared with all the proposers for completion of their proposal submission process on IBKB portal.
16. You should upload the received IBSC meeting minutes online on IBKB portal and complete the application. Click "Save" button and download the final proposal after

uploading minutes and then click on "Submit" button. Your proposal will get submitted for review by RCGM.

Post-online submission steps

17. Sign the hardcopy of downloaded file and submit it in the Office of Department of Biological Sciences, BITS, Pilani Campus for the signature of IBSC Chairman. The hardcopies will be sent to RCGM by the IBSC.
18. IBSC will share the scan copy of the signed proposal to you.
19. After completion process, you may receive the query from RCGM. Address it by visiting IBKP portal or contact IBSC. RCGM will ask you to submit the same (point 18) online.

In case of any clarifications, please contact IBSC Secretary (ibscbitspilani@pilani.bits-pilani.ac.in).