



### **Institute Biosafety Committee (IBSC)**

#### IBSC Guidelines for BITS Pilani - KK Birla Goa Campus

Principal Investigators (and/or co investigators in case of inter-department, inter-campus and inter-institutional projects, wherever applicable) are advised to submit their proposals for IBSC clearance by following the subsequent steps.

1. A hard copy as well as a soft copy of the application form for IBSC approval, along with one hard copy of the project proposal are to be submitted through the respective Head of Department to the office of the Sponsored Research and Consultancy Division.

2. The IBSC would normally meet twice in a year (once in February and again in September). Exceptions would be made for genuine exigencies, if the need arises. The IBSC may confer on the proposal if it is circulated by e-mail, in case majority of the members are physically not available.

3. The application should be submitted at least 30 days before the deadline for submission. For open calls, the proposal should come up for discussion only during one of the meetings.

4. The following requirements should be met while submitting the application:

(a) For experiments involving recombinant DNA, the PI must determine the biosafety level as well as the category that the experiments fall under based on the guidelines provided on page 187 in the following document: [Recombinant DNA Safety Guidelines of DBT](#).

(b) The assignment of the risk category of any microorganism(s) being handled as part of the experimental protocol must be determined based on the information provided in the pages 208-220 of the following document: [Recombinant DNA Safety Guidelines of DBT](#).

(c) Please go through the guidelines provided by DBT in the following document to understand the responsibilities of the PI: [DBT Guidelines Handbook - 2011](#).

5. It is understood to be the duty and responsibility of the PI (or co-PI) to apprise the IBSC about the protocols involving recombinant DNA techniques, genetically modified organisms or living modified organisms, etc. Please refer to the questionnaire for the purpose.

6. Prior to submission of a project proposal to a funding agency, it is the responsibility of the PI (or co-PI) to make sure that the project has compliance to the IBSC guidelines.

7. The application will be evaluated by the committee (and subject expert if required) and the applicant may be asked to furnish other documents if required.

8. The meeting of the IBSC would be scheduled as in 2, and the date would be communicated to the relevant PIs (or co-PIs) at least 15 days in advance.

9. The committee might request the applicant to present his/her proposal before it, and the decision would be communicated to the applicant by a week from the date of the meeting.