



Institutional Biosafety Committee

For IBC Use Only		
IBC Registration Number:		
Date of Approval:		
Year 1 update	Date:	
Year 2 update	Date:	

Update/Annual Update Form

This is a request for an **update** **annual update** on research approved by the UW Institutional Biosafety Committee (IBC). The UW IBC, following NIH standard practices, reviews and approves research for a **three year** time period, and requests the PI provide annual updates of all approved projects. The IBC administrator will send out reminders for annual update form or project approval expirations. The annual update is to be filled and signed completely for this requirement to be met.

Project Title: _____

Section 1b: Basic Contact Information

Principle Investigator: _____ Title: _____
 Department: _____ Building: _____ Office #: _____
 Phone: _____ UW Email: _____

Is your project active or completed?

Still Active

Project Complete

If complete, describe whether the biological agents have been destroyed or where they are being archived:

If still active, have any significant changes occurred to the project?

If project is still active, please review the attached submitted forms to see if there are any significant changes. Significant changes include personnel, location, agents, risk, outcomes, etc.. If there have been any changes to personnel, please update **Section 1c in red** with training completion date. If there have been any other changes to project **MARK IN RED**.

Yes, Personnel Only

Yes, Project has some changes

No changes

If changes need to be made, please follow instructions above. Attach updated IBC approved project to email. Biosafety Specialist can pause research if changes warrant an updated approval from the IBC.

Going forward, ensure that laboratory staff, animal handlers, and others involved in the conduct of research with recombinant or synthetic nucleic acid molecules are sufficiently trained regarding laboratory safety and the NIH Guidelines. Be sure to keep the IBC updated of any accidents or incidents. Notify the IBC when the project is complete and the final disposition of biological agents after project is completed.

The information above is accurate and complete.

Principal Investigator: _____ Date: _____
Signature

If you have any questions or updates, please contact Biosafety Specialist at biosafety@uwyo.edu or (307)-766-2723.