

**myRESEARCH Radioactive Drug
Research Committee (RDRC)
TRAINING GUIDE**

November 2024

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Questions and Issues

For policy related questions and issues including how to fill out the application, please contact the **Stony Brook University Radioactive Drug Research Committee** (631) 632-9036; or Email ORC_OVPR@stonybrook.edu

What is myRESEARCH?

MYRESEARCH is the electronic system. It will automate the development, review, and approval processes of your study while managing all major administrative aspects of the research and compliance lifecycle – from application submission, through amendments, and any type of compliance reporting (i.e., protocol deviations, etc).

Getting a myRESEARCH Account

Faculty and staff users will log into the system using their **SBU NetID and password**. If your login attempt is unsuccessful, please contact ORC_OVPR@stonybrook.edu.

Overview

This training pertains to the following:

Research Study	Details related to the specific information related to a study
Research Study Site	Details related to a specific institution's site (study team, consent forms, etc.)
Modification	Details related to changes made to a study
Continuing Review	Details related to the review of an already approved study

myRESEARCH integrates the following aspects of research management into a single system:

- Conflict of Interest (COI) applications
- IRB applications
- IACUC applications
- Safety applications
- Grant applications
- Research Agreements

Roles in myResearch

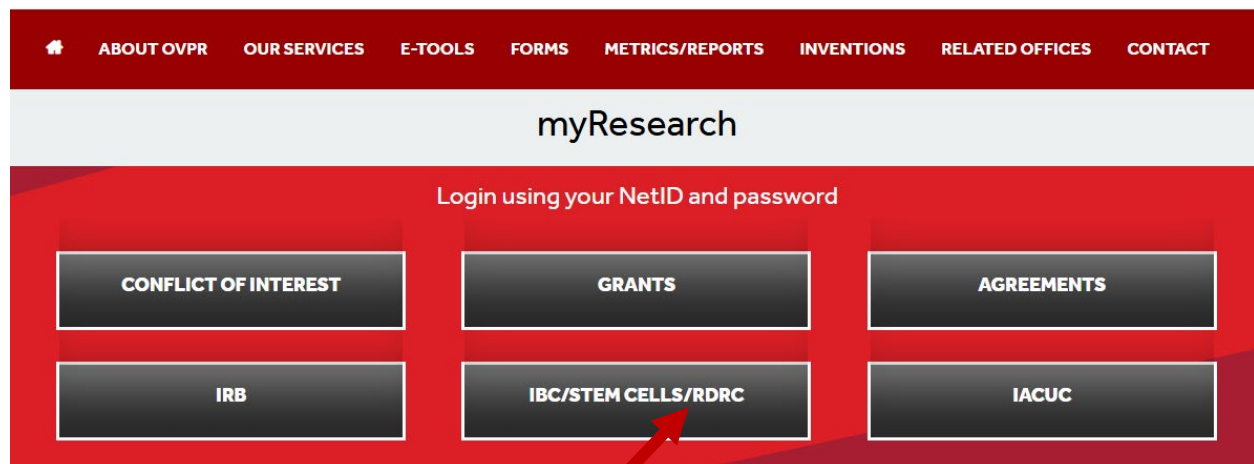
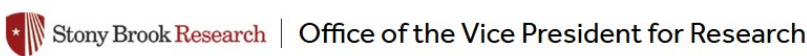
Registered User	Individuals authorized to input information in MYRESEARCH (must have an SBU NetID Single Sign On)
Principal Investigator	Individual in charge of the research. Only this person can submit the initial study, continuing review application, or amendments. This is also the only person that can submit a response.
Study Personnel	Individuals involved in developing the study application and listed on the application as a study team member. A co-investigator or a laboratory assistant could be a study team member.

Submission Process

- Pre-submission state: Principal Investigator (PI) or study team members are working on an application
- Pre-Review: RDRC staff reviews the application for completeness
- IBC Review: RDRC members review the application and make a determination about the study
- Post Review: RDRC staff sends the determination information back to the PI and study team members

Logging into myResearch Portal

Navigate to myResearch.stonybrook.edu → Click the **Login using the NetID** button (under IBC/STEM CELLS)

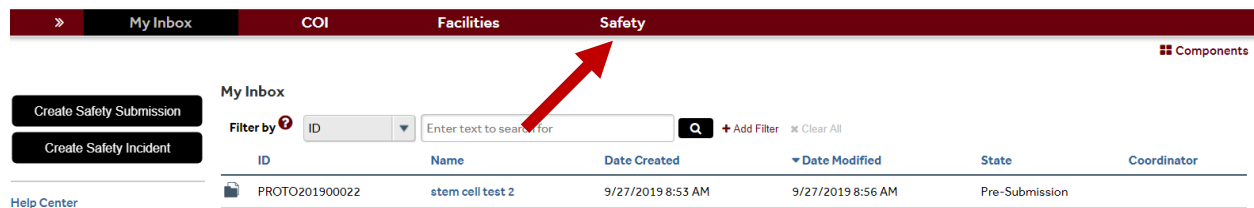


Accessing the myResearch Portal

All SBU-affiliated personnel can access the portal using their **SBU NetID and password**. If your login attempt is unsuccessful, please contact ORC_OVPR@stonybrook.edu.

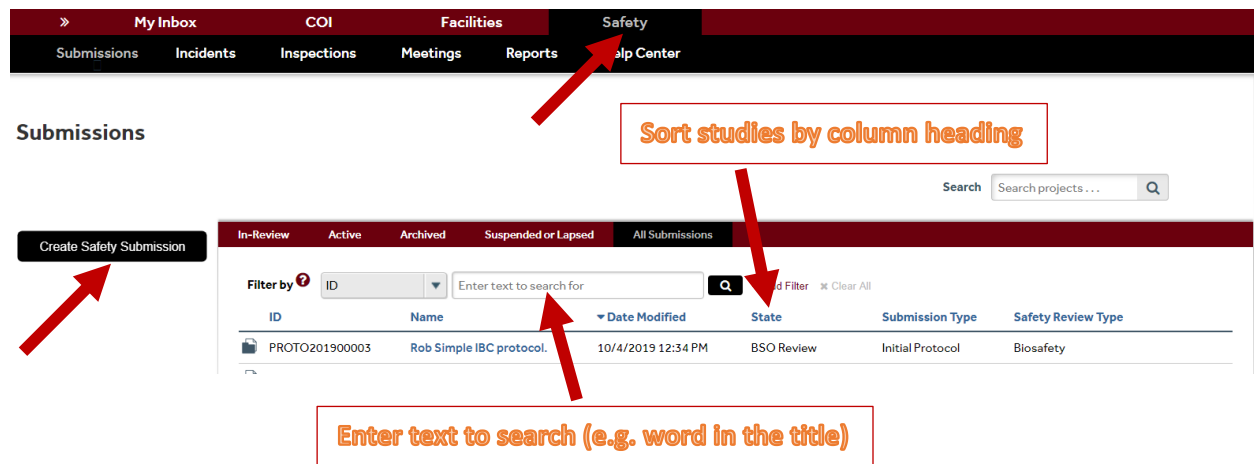
My Inbox → Safety Tab

When you first log into the system, you will see your inbox (**My Inbox**). From this page, click **Safety** from the top menu bar. The tabs available to you on the menu bar are based on the user roles that you have for your account.



Safety Main Screen Navigation

On the Safety page, you can do a variety of functions including “Create Safety Submission”. You can also search for specific study applications (through the use of the filter bar) and sort the data based on column name (by clicking on the respective column heading). To view details of a particular study application, click on either the ID or the study name.



Main Workspace

The Main Workspace page can be subdivided into the left navigation area and the main content area on the right.

Stony Brook Research | myRESEARCH Hello, Safety PI ▾

» My Inbox COI Facilities Safety
Submissions Incidents Inspections Meetings Reports Help Center

BSO Review

PROTO201900003
Rob Simple IBC protocol.

Next Steps
View Protocol
Printer Version
View Differences

Principal Investigator: Safety PI
Specialist: Safety Specialist
Primary Contact:
Admin office: Safety
PI proxies:

Submission Type: Initial Protocol
Safety Review Type: Biosafety
Letter:
Last day of continuing review period:
Approval Date:

```
graph LR; A[Pre-Submission] --> B[Specialist Review]; B --> C[Committee Review]; C --> D[Post-Review]; D --> E[Review Complete]; B --> B1[Clarification Requested]; B1 --> B; C --> C1[Clarification Requested]; C1 --> C; D --> D1[Modifications Required]; D1 --> D;
```

Assign PI Proxy
Assign Primary Contact
Manage Guest List
Add Comment
Copy Submission
Withdraw
Discard
Manage Related IACUC Protocols
Manage Related IRB Studies

History Documents Reviews Reviewer Notes Contacts Snapshots Follow-on Submissions Related Projects

Filter by Activity

Activity	Author	Activity Date
→ Response Submitted good to go?	PI, Safety	10/4/2019 9:29 AM
← Clarification Requested by Specialist	Specialist, Safety	10/4/2019 9:26 AM

here is some more info

Left Navigation **Main Content**



» My Inbox COI Facilities

Submissions Incidents Inspections Meetings Reports

Specialist Review

PROTO201900003

Rob Simple IBC protoc

Next Steps

- View Protocol
- Printer Version
- View Differences

- Assign PI Proxy
- Assign Primary Contact
- Manage Guest List
- Add Comment
- Copy Submission**
- Withdraw
- Discard
- Manage Related IACUC Protocols
- Manage Related IRB Studies

Principal Investigator: Safety PI
Specialist: Safety Specialist
Primary Contact:
Admin office: Safety
PI proxies:

History Documents Reviews Reviewer No

Filter by [?] Activity

Activity

- Response Submitted
- good to go?
- ← Clarification Requested by Specialist
- here is some more info

Within the main workspace, you can view the **Current State** of the application on the left navigation area and the main content area. The left navigation area contains all the buttons and activities that are available to you based on the state of the application. One of the buttons on the left navigation side of the **Main Workspace** is called “Copy Submission”. This allows you to make an exact copy of an existing application.





» My Inbox
COI
Facilities

Submissions
Incidents
Inspections
Meetings
Reports

Specialist Review

Next Steps

▶
View Protocol

▶
Printer Version

▶
View Differences

[Assign PI Proxy](#)

[Assign Primary Contact](#)

[Manage Guest List](#)

[Add Comment](#)

[Copy Submission](#)

[Withdraw](#)

[Discard](#)

[Manage Related IACUC Protocols](#)

[Manage Related IRB Studies](#)

PROTO201900003

Rob Simple IBC protoc

Principal Investigator: Safety PI
Specialist: Safety Specialist
Primary Contact:
Admin office: Safety
PI proxies:

```

graph LR
    A[Pre-Submission] --> B[Specialist Review]
    B --> C[Clarification Requested]
    C --> B
    C --> D[ ]
    style D fill:none,stroke:none
    
```

History
Documents
Reviews
Reviewer No

Filter by Activity

Activity

➔ Response Submitted

good to go?

← Clarification Requested by Specialist

here is some more info

If the application is still in a state where you can edit the application, you can edit the application by clicking on the **Edit Protocol** button in the left navigation area. In addition, there will be a **View Protocol** button to enable you to view the application in a read-only format. **Printer Version** will allow you to scroll through the entire application on one page.

The right side contains the **Main Content**. The application title appears towards the left of the **Main Content** area and the application ID is contained above the application title. A summary box is displayed below the application title. Depending on the application, there is different information that is displayed in the summary box.

The **History** and **Documents** tabs always appear for all applications. The **History** tab contains a chronological log of all of the activities that have happened in the application. It includes the person responsible and the date/time the activity occurred. The **Documents** tab contains all documents that were uploaded into the application.

Creating a New Application

To create a new application, click on the **Create Safety Submission** button on the left navigation area. After you click to create the new application, you will automatically be redirected to the first page of the “Formset” or area where the questions are located.

Stony Brook Research | myRESEARCH Hello, Rebecca Dahl

» My Inbox COI Facilities Safety

Submissions Incidents Inspections Meetings Reports Help Center

Submissions

Search

Create Safety Submission

In-Review Active Archived Suspended or Lapsed All Submissions In-Review (w/ PI) All Submissions (w/ PI Search)

Filter by ID + Add Filter x Clear All

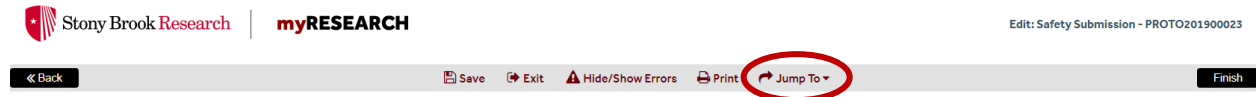
ID	Name	Date Modified	State	Principal Investigator	Parent Submission	Submission Type	Safety Review Type
PROTO202400027	Replimune, Inc.: RP1-104	9/17/2024 12:35 PM	Modifications Required	Amna Sher		Initial Protocol	Biosafety
CR202400110	Continuing Review for 971351	9/17/2024 10:12 AM	BSO Review	Dongyan Tan	971351	Continuing Review	Biosafety

From there, you can navigate the page using the controls found at the top of the page.

Stony Brook Research | myRESEARCH Edit: Safety Submission - PROTO20190023

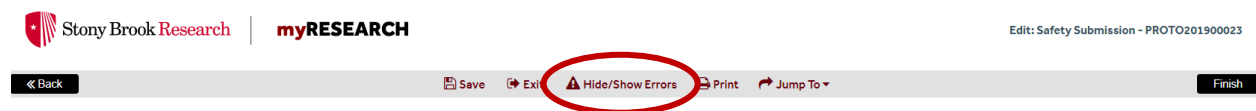
« Back Save Exit Hide/Show Errors Print Jump To Continue »

A “Jump To” menu item will appear after you save the initial page of the application. This will enable you to jump to specific sections of the application.



IMPORTANT NOTE: It is advised that you complete the application questions **in order** because the application shows questions/sections based on what was answered in earlier questions.

The “Hide/show Errors” menu item enables you to see if you have any unanswered questions on the application.



When the “Hide/Show Errors” is clicked or when the click on “Submit Application” all of the questions that are unanswered will appear in an “Error/Warning Messages” section.

Message	Field Name	Jump To
⊘ This is a required field; therefore, you must provide the required information.	Radioactivity Usage Type	Radiation Safety Summary
⊘ This is a required field; therefore, you must provide the required information.	Lab Security Procedures	Security and Waste Management
⊘ This is a required field; therefore, you must provide the required information.	Biological Waste Handling	Security and Waste Management
⊘ This is a required field; therefore, you must provide the required information.	Liquid Solid Animal Waste Handling	Security and Waste Management

At the end of the application, you will be able to upload/attach a file (if applicable).



Supporting Documents

Thank you for completing the information required to submit this protocol to the appropriate Safety Committee.

1. Attach additional supporting documents:

Document Name	Date Modified
There are no items to display	

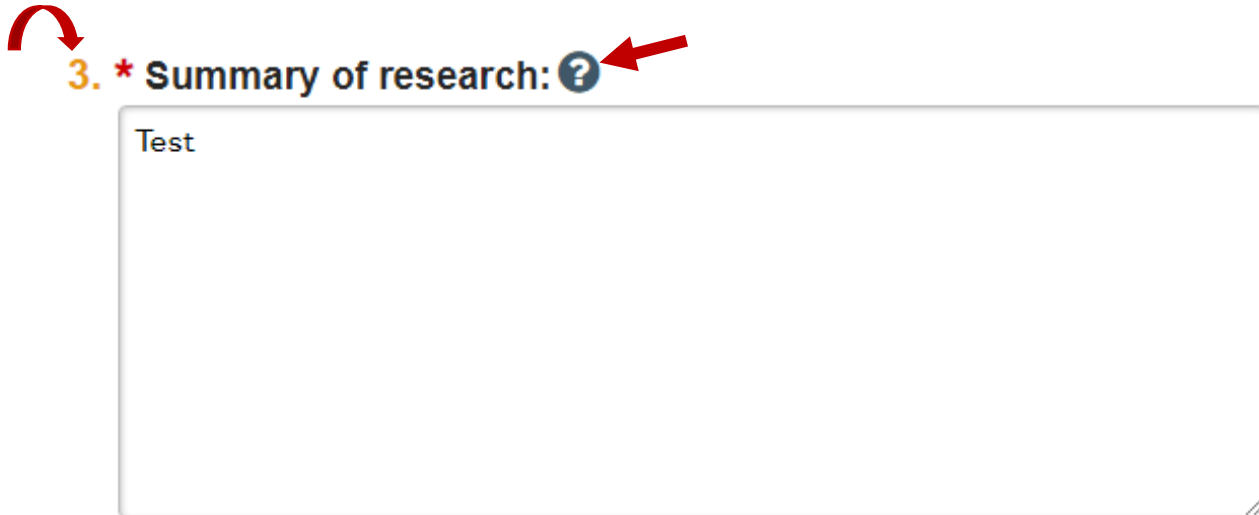
ⓘ Take this opportunity to review the information you have provided. It is very important that the responses in this protocol be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this protocol and may result in the protocol being returned to the protocol team for correction or completion.

ⓘ Note that this protocol has not yet been submitted for review. Upon completing the information in this protocol and clicking the “Finish” button below, the principal investigator must also click the “Submit” activity from the protocol workspace in order to forward this submission for review.



Overview of the Application SmartForm

- Each question on the SmartForm is numbered and those questions that have a **red asterisk (*)** must be answered.
- A question mark appears beside many of the SmartForm questions. If you click on the question mark, information will appear that will assist you in answering the question.



If you need to leave the application for any reason, you can save the document and return to the application at a later time.

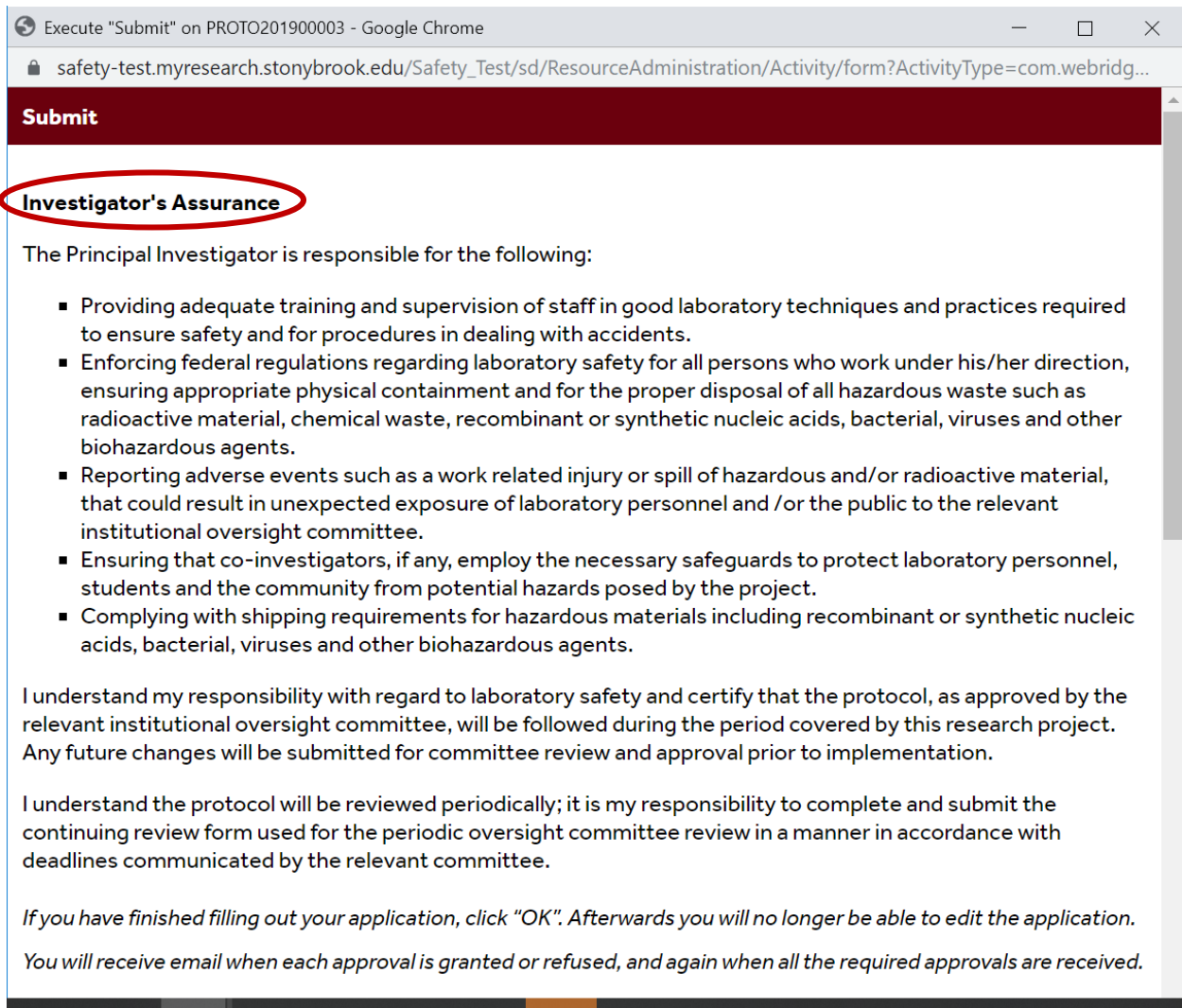
Manage Ancillary Reviews

IMPORTANT NOTE: New studies require Department Chair approval prior to submission.

- The PI's Department Chair can be selected as an ancillary reviewer.
- **Submission of new studies prior to Department Chair approval is not permitted in myResearch. The PI must wait for an email notification of Department Chair approval before submitting the study.**

Submitting the Study

Once an email notification of Department Chair approval is received, the study can be submitted for review. **The PI** must click on the **Submit** button in the study's left navigation area. An **Investigator's Assurance** page will pop up. The PI must carefully read the assurance page and click the **OK** button on the bottom-right hand side of the page.



Execute "Submit" on PROTO201900003 - Google Chrome

safety-test.myresearch.stonybrook.edu/Safety_Test/sd/ResourceAdministration/Activity/form?ActivityType=com.webridg...

Submit

Investigator's Assurance

The Principal Investigator is responsible for the following:

- Providing adequate training and supervision of staff in good laboratory techniques and practices required to ensure safety and for procedures in dealing with accidents.
- Enforcing federal regulations regarding laboratory safety for all persons who work under his/her direction, ensuring appropriate physical containment and for the proper disposal of all hazardous waste such as radioactive material, chemical waste, recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.
- Reporting adverse events such as a work related injury or spill of hazardous and/or radioactive material, that could result in unexpected exposure of laboratory personnel and /or the public to the relevant institutional oversight committee.
- Ensuring that co-investigators, if any, employ the necessary safeguards to protect laboratory personnel, students and the community from potential hazards posed by the project.
- Complying with shipping requirements for hazardous materials including recombinant or synthetic nucleic acids, bacterial, viruses and other biohazardous agents.

I understand my responsibility with regard to laboratory safety and certify that the protocol, as approved by the relevant institutional oversight committee, will be followed during the period covered by this research project. Any future changes will be submitted for committee review and approval prior to implementation.

I understand the protocol will be reviewed periodically; it is my responsibility to complete and submit the continuing review form used for the periodic oversight committee review in a manner in accordance with deadlines communicated by the relevant committee.

If you have finished filling out your application, click "OK". Afterwards you will no longer be able to edit the application.

You will receive email when each approval is granted or refused, and again when all the required approvals are received.

Clarification Requested

Click the submission ID link in the email to open the document. Click the "History" tab and review the "Clarification Requested" activity. NOTE: if the reviewer attached a document, a link to open it appears on the "History" tab.

Respond to Clarification Requests

On the submission workspace, click “Submit Response”. In the Notes box, explain your response to the review. Click “OK”. The study has now moved back to the reviewer’s inbox to continue the review.

Activity	Author	Activity Date
Clarification Requested by Specialist	Specialist, Safety	10/14/2019 4:11 PM
Submitted	PI, Safety	10/14/2019 4:10 PM
Protocol Created	PI, Safety	10/14/2019 4:09 PM

Amendment Request

Click on **Create Amendment** in the left navigation area if you are submitting an amendment request. Enter data in all required fields. Submit the amendment

Only one amendment can be active at one time, i.e., the first amendment must be approved, denied, or withdrawn before the second amendment can be created.

- * Amendment short title:**
Amendment for PROTO201900024
- * Amendment types:**
 - Significant (PI, purpose, materials, or classifications)
 - Team and Funding Sources

Safety Incident Report

Click on **Create Safety Incident** in the left navigation area if you are submitting an incident report.

Stony Brook Research | myRESEARCH New: Safety Incident

« Back Save Print Continue »

Basic Information

1. * Select the admin office:

- Safety
- [Clear](#)

2. * Incident name: ?

3. * Select the type:

- Biosafety
- Chemical Safety
- Radiation Safety
- Other
- [Clear](#)

This area of the Safety Incident will ask you to describe the incident, the nature of the incident, any associated principal investigators, any related safety research protocols, where it was discovered and if there are any additional supporting documents.