



## **Institutional Biosafety Committee (IBC) Policy For Principal Investigator On A Biosafety Protocol**

**1.0 Purpose:** The purpose of this University of Wisconsin-Madison Institutional Biosafety Committee (IBC) policy is to define roles, responsibilities for a Principal Investigator (PI) on a biosafety protocol.

**2.0 Scope:** This policy applies to all UW-Madison Principal Investigators (PI), and UW-Madison employees and staff, along with applicable employees and staff of external agencies having agreements with UW-Madison, all members of the UW-Madison IBC, and UW-Madison Office of Biological Safety (OBS).

### **3.0 Related Documents/Resources:**

- UW-Madison, Office of Biological Safety - Institutional Biosafety Committee (IBC) Handbook; found on the OBS website ([www.biosafety.wisc.edu](http://www.biosafety.wisc.edu)).
- U.S. Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules, current version and/or any subsequent revisions.
- U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) - Biosafety in Microbiological and Biomedical Laboratories (BMBL), current version and/or any subsequent revisions.

### **4.0 Definitions:**

**Principal Investigator (PI):** The term Principal Investigator identifies the individual who is responsible for a research project. This responsibility includes leadership of the scientific/technical aspects, training of laboratory personnel and adherence to NIH Guidelines, UW-Madison IBC policies and rules and regulations of all applicable governing entities. The PI must understand, adhere to, and sign the UW-Madison IBC assurance statement.

### **5.0 Roles and Responsibilities:**

Roles and responsibilities of PIs are defined by the UW-Madison IBC, NIH Guidelines, and other applicable regulations or local, state, and federal guidelines. The PI shall sign and adhere to the assurance statement for their research conducted within the UW-Madison IBC's oversight.

### **6.0 Policy:**

The IBC defines a PI for biological safety protocols as University of Wisconsin-Madison tenure track faculty.

Circumstances may occur where a non-tenure track researcher or researcher from an external entity may request to be a PI for the purposes of the biological safety protocol. This is requested of the IBC by filling out the attached form and submitting it to the IBC. These requests are subject to IBC approval. These persons may include (but are not limited to):



**Institutional Biosafety Committee - Office of Biological Safety**

Title: IBC Policy For Principal Investigator On A Biosafety Protocol

Document Number: IBC-POL-011

Revision: Amendment

Date Approved: 06/01/2016

1. Emeritus faculty authorized to continue to participate in research or academic staff including but not limited to titles: Scientist, Research Instructor, Lecturer, Faculty Associate, etc. Such individuals must have the approval of the dean or director to serve as PI on the biosafety protocol.
2. Employees of external agencies with which UW-Madison has a formal agreement to provide biosafety/IBC services.

The completion and approval of the form pertains solely to the ability to serve as Principal Investigator on a biosafety protocol. Submission of the form to the Institutional Biosafety Committee (IBC) does not replace the formal campus designation process to serve as a Principal Investigator on an extramural grant proposal, nor does it grant you any of the benefits of campus-designated PI status.

**7.0 Document Revision:**

Revision History		
Revision Number	Revision Date	Description of Revision
1	11/04/2015	Clarification regarding PI status solely for biosafety protocol and not otherwise, updated formatting.
2	06/01/2016	Clarification regarding emeritus status, updated references, updated formatting

*Original signed & dated Policies are retained by the Office of Biological Safety*

---

Signature  
Professor Kristen Bernard, IBC Chair

---

Date



## University of Wisconsin-Madison Request for Principal Investigator (PI) On a Biological Safety Protocol: UW Personnel

The completion and approval of this form pertains solely to your ability to serve as Principal Investigator on a biosafety protocol. Submission of this form to the Institutional Biosafety Committee (IBC) does not replace the formal campus designation process to serve as a Principal Investigator on an extramural grant proposal, nor does it grant you any of the benefits of campus-designated PI status.

**PI Name:**

**Title:**

**Highest Degree Earned:**

**Year:**

**Department/Center:**

**College/School:**

**Funding Source:**

**Justification:** Please indicate reasons below and provide written explanation.

Faculty position pending resolution of visa.

Emeritus faculty appointment. Continued participation in research is authorized in the emeritus appointment letter.

Served as PI on previous grant. Grant being submitted for competitive renewal.

Necessary for technical and administrative direction of project including fiscal responsibility.

Other

**Explanation:**

PI Signature \_\_\_\_\_

Date \_\_\_\_\_

Chair/Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean Signature \_\_\_\_\_

Date \_\_\_\_\_



## **University of Wisconsin-Madison Request for Principal Investigator (PI) On a Biological Safety Protocol: Non-UW Entity**

The completion and approval of this form pertains solely to your ability to serve as Principal Investigator on a biosafety protocol. Submission of this form to the Institutional Biosafety Committee (IBC) does not replace the formal campus designation process to serve as a Principal Investigator on an extramural grant proposal, nor does it grant you any of the benefits of campus-designated PI status.

**PI Name:**

**Title:**

**Highest Degree Earned:  
Year:**

**Entity name & Location:**

**UW Affiliation:**

**Funding Source:**

**Entity:**

**If you are not affiliated with UW-Madison, a letter from your employing entity granting permission and stating responsibility must accompany this request.**

**Justification:** Please indicate reasons below and provide written explanation.

Served as PI on previous grant. Grant being submitted for competitive renewal.

Necessary for technical and administrative direction of project including fiscal responsibility.

Other



**Institutional Biosafety Committee - Office of Biological Safety**

Title: IBC Policy For Principal Investigator On A Biosafety Protocol

Document Number: IBC-POL-011

Revision: Amendment

Date Approved: 06/01/2016

**Explanation:**

PI Title\_\_\_\_\_

PI Signature\_\_\_\_\_ Date\_\_\_\_\_

Title\_\_\_\_\_ (e.g. department director)

Signature\_\_\_\_\_ Date\_\_\_\_\_

Title\_\_\_\_\_ (e.g. Chief Executive Officer)

Signature\_\_\_\_\_ Date\_\_\_\_\_

Copyright © 2013 UW-Madison Institutional Biosafety Committee



**Institutional Biosafety Committee - Office of Biological Safety**

Title: IBC Policy For Principal Investigator On A Biosafety Protocol

Document Number: IBC-POL-011

Revision: Amendment

Date Approved: 06/01/2016

**University of Wisconsin-Madison  
IBC Approval for Principal Investigator (PI)  
On a Biological Safety Protocol**

The completion and approval of this form pertains solely to your ability to serve as Principal Investigator on a biosafety protocol. Submission of this form to the Institutional Biosafety Committee (IBC) does not replace the formal campus designation process to serve as a Principal Investigator on an extramural grant proposal, nor does it grant you any of the benefits of campus-designated PI status.

**PI Name:**

**Title:**

**IBC Decision:**

**Date:**

**Contingencies:**

**Justification:**

Signature IBC Chair \_\_\_\_\_

Date \_\_\_\_\_