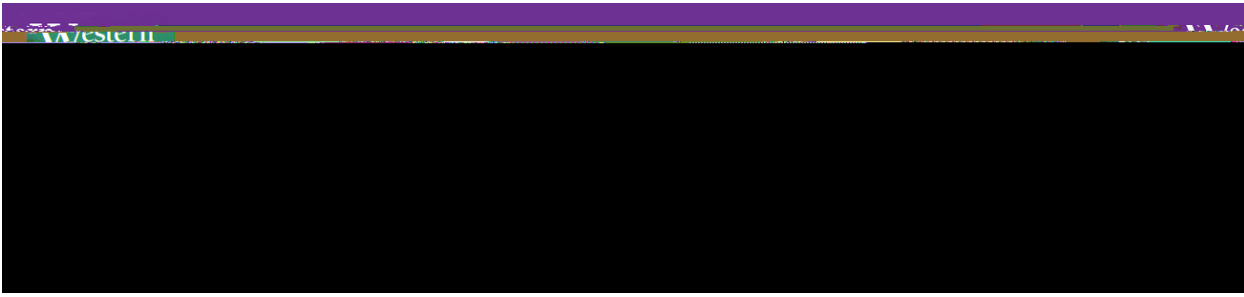
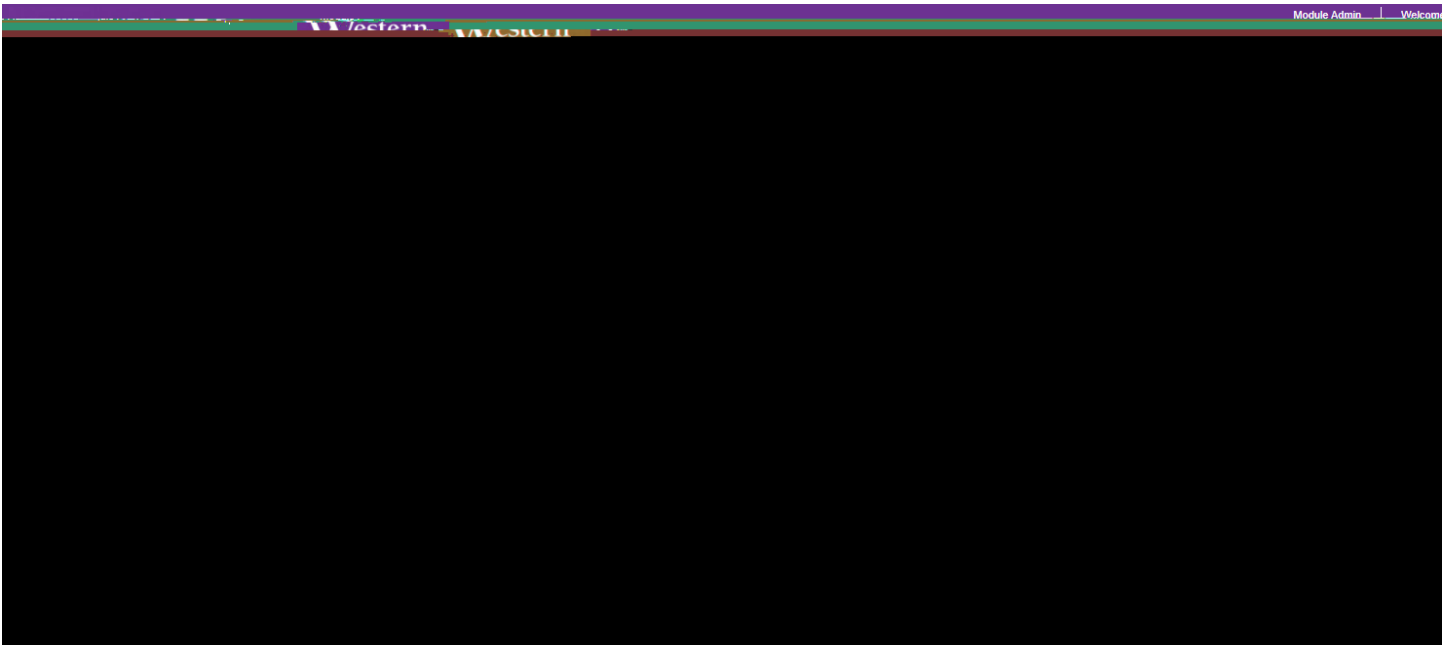


How to Create a New IBC Application

Login to [InfoEd](#) using your WCU credentials. You will be taken to your home screen in InfoEd. Click on “Compliance Protocols” in the menu on the left.



Navigate to the Institutional Biosafety Committee section and click on IBC Request for Review



Begin filling out the application. Save your work

When you are finished with the application, click Lock Form. This will check that you completed all necessary fields. If you did not, you will not be able to lock the form. A new popup will appear, listing all questions that still need to be answered. Once complete, lock the form, and click Submit. Once submitted, the window will close. You will receive an email that your submission was received by the Compliance Office.

