



# SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

## Institutional Biosafety Committee

IRB Policy #	220
Policy Title	Responsibilities: IBC Chair
Date Approved	November 20, 2025
Date Reviewed	
Scope	This policy applies to research under the oversight of the Southern Illinois University Institutional Biosafety Committee.

### Policy Purpose

This policy describes the responsibilities of the Chair of the Institutional Biosafety Committee (IBC).

### Policy Definitions

NIH Guidelines means the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*; the set of regulations detailing safety practices and containment procedures for research involving recombinant or synthetic nucleic acid molecules, including the creation and use of organisms and viruses containing recombinant or synthetic nucleic acid molecules.

r/sNA refers to recombinant or synthetic nucleic acid molecules. These molecules are subject to the federal *NIH Guidelines* cited above.

Regulated Activities include any research, teaching, and/or contracted service activity with r/sNAs and biological materials conducted by SIUC faculty, staff, volunteers, and students.

### Policy Statement

The Chair of the Institutional Biosafety Committee (IBC) is appointed by the Institutional Official (IO) for a term of three years and may be appointed to an additional term. The Chair must have served on the Committee for at least one year prior to being named Chair. The Chair will also fulfill the duties of a regular Committee member (policy 250). The responsibilities of the Chair are described below.

### General Procedures

The Chair will preside over meetings of the IBC. Prior to the meeting, the Chair will review the agenda prepared by the Office of Research Compliance (ORC, policy 260), review and correct the minutes of the preceding meeting, and make determinations regarding conflicts of interest.

Along with the Institutional Biosafety Office (IBO) and ORC, the Chair will conduct a pre-review of submitted Memoranda of Understanding and Agreement (MUAs, policy 300) submitted to the Committee (policy 320).

Along with the IBO and ORC, the Chair will compile an Annual Report of the IBC and submit it to the

IO.

The Chair will participate in the inquiry or investigation of non-compliance, and of adverse incidents of exposure or unintentional release of r/sNAs and/or biological hazards related to IBC regulated activities (including regulated animal or plant toxins).

The Chair will act to suspend unapproved activities involving research or teaching with r/sNAs and/or biological hazards related to IBC regulated activities (including regulated animal or plant toxins).

The Chair will recommend and recruit potential IBC members.

### **References**

National Institutes of Health. (2024). *NIH guidelines for research involving recombinant or synthetic nucleic acid molecules*. [https://osp.od.nih.gov/wp-content/uploads/NIH\\_Guidelines.pdf](https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf)