



SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Institutional Biosafety Committee

IBC Policy #	260
Policy Title	Responsibilities: Office of Research Compliance
Date Approved	
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 role and responsibilities of the Office of Research Compliance related to the Institutional Biosafety Committee.

Policy Definitions

MUA means Memoranda of Understanding and Agreement.

NIH Guidelines refers to The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acids, 89 CFR 24016.

r/sNAs refers to Recombinant or synthetic nucleic acids.

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

Policy Statement

The Office of Research Compliance (ORC) will serve as the administrative office for the Institutional Biosafety Committee (IBC).

General Procedures

ORC will assist the IBC and the SIU community in the interpretation of federal, state, and University policies regarding work with r/sNAs, pathogens, and other regulated activities. ORC will fulfill the NIH reporting responsibilities, in compliance with the Guide, for the IBC and the Institutional Officer (IO). ORC will carry out activities directed by the IBC and the IO.

ORC will fulfill recordkeeping duties for the IBC. ORC personnel will schedule committee meetings, keep minutes of the meetings, publish the minutes on the SIU website, schedule and help record laboratory inspections as mandated by the NIH Guidelines. ORC will maintain records of all MUAs on a SIUC secure server. When physical documentation is required, records will be stored in locked, restricted access storage.

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