



INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) REGISTRATION APPLICATION AND FILING INSTRUCTIONS

This application form is used for registration of a new Institutional Biosafety Committee (IBC) or update an existing IBC with the Health Research Governance Department (HRGD), Ministry of Public Health, Qatar (MOPH-Q).

Note: - Only institutions or organizations that have their own IBC should submit an IBC registration application. Institutions that do not have their own IBC but rely on the IBC of another institution should not submit the registration application.

How to fill the application

Please follow the step-by-step instructions below for each item on the IBC Registration application form. The Signatory Official must be authorized to represent and commit the entire institution and all its components to a legally binding agreement.

How to submit

Please submit your application via the web research portal at MOPH website <https://researchportal.moph.gov.qa>. Please review and proofread all materials to ensure that all parts of the Application form are complete and accurate. Submitting forms that are complete in all aspects will expedite review and approval by the MOPH.

If there are any changes to an Application after its approval, the institution should submit an update to that information to Health Research Governance Department, MOPH, Qatar via e-mail at research@moph.gov.qa (in case of submission of hard copy) or via web portal (in case of on-line submission).

Notification of Approval

After the review of the application, the IBC focal point and the Signatory Official will receive notification of the approval of the application or any additional requirements to process the application. An approval letter will be issued by MOPH upon approval of the application.

Questions?

Contact the Health Research Governance Department at MOPH by e-mail at research@moph.gov.qa.



Step-by-Step Instructions to fill the application form

The purpose of an IBC is to review research activities/projects that involve, but are not limited to, infectious agents, recombinant or synthetic nucleic acid molecules (e.g., DNA, RNAi, viral vectors), cell lines, other potentially hazardous reagents (e.g., carcinogens), genetically modified materials as well as transgenic animals. The Ministry of Public Health (MOPH) policies “Guidelines for Gene Transfer Research in Human” and “Biosafety Guidelines for Research Laboratories”, and “The Ethical Conduct of Animal Research” govern research activities involving infectious agents, animal use, recombinant or synthetic nucleic acid molecules and genetically modified materials.

ITEM # 1&2 Has your institution previously registered an IBC with MOPH-Q?

Indicate by an [X] whether this is a:

“*New application*” or,

“*Update or Renewal*” of an already existing IBC

If the IBC is already registered with the Health Research Governance Department, MOPH please provide name of IBC and your institution’s “*IBC registration number*”.

ITEM # 3 Institution or Organization operating the IBC

Type or print the full legal name of the institution or organization that is registering the IBC and full mailing address. Also, include the street address if it is different than the mailing address.

ITEM # 4 Authorized Institutional Official (Senior Administrator/IBC Chair)

Type or print the full name, degree(s), organization title (e.g., President, Provost, Chief Operating Officer), telephone number, fax number, e-mail, and full mailing address for the senior or head official of the organization operating the IBC [i.e., the person in your organization who is ultimately responsible for the performance and conduct of the IBC].

ITEM # 5 IBC Focal Person /Biosafety officer (BSO)

IBC focal person must be affiliated with the institution and recommended to be a permanent focal point of the IBC. Responsible for submitting all applications for approval and notifications by MOPH – Health Research Governance Department, on behalf of the institution. Please provide full name, mailing address, phone number and electronic email address of the person who will be responsible to supervise the activities of the IBC.

ITEM # 6 IBC Roster Information

Please provide us with the following documents when you submit the registration application:

1. Submission of a roster of IBC members (including Member Name, Affiliation, Scientific or Non-scientific role, Professional specialty, Representative capacity, e-mail address). A short description on “how to assemble an IBC and key responsibilities can be found below.
2. Biographical sketches of all members (Curriculum vitae, trainings [required is the Collaborative Institutional Training Initiative (CITI)]).



3. Supporting letter and the conflict of interest for each member from the institution.

Assembling an IBC

Membership

1. At least five individuals with the expertise mentioned below.
2. Appropriate recombinant and synthetic nucleic acid expertise collectively.
3. Plant and animal experts, biosafety officer as appropriate.
4. At least two members not affiliated with the institution.

IBC members

1. Focal point: Must be affiliated with the institution and recommended to be a permanent focal point of the IBC.
 2. Biosafety Officer (BSO):
A BSO must be appointed and be a member of the IBC if the institution conducts recombinant or synthetic nucleic acid research at:
 - Large scale (>10 L)
 - High containment (BL-3 or BL-4)
 3. Scientists: Doctoral-level scientists representing diversity relevant to biomedical research, infectious diseases, and recombinant DNA technology.
 4. Medical personnel.
 5. Veterinarian(s) (if work with animal is conducted).
 6. Horticulturist(s) (if work with plants is conducted).
 7. Representatives of technical staff (non-doctoral employee from a research laboratory).
 8. Representatives of laboratory management.
 9. Non-institutional members:
Representatives of community interests with respect to health and protection of the environment e.g., officials of state or local public health or environmental authorities, local government bodies, persons with medical, occupational, or environmental expertise.
- **No member of IBC may be involved in review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.**
 - **IBC members may be removed or replaced by the head of the institution. The IBC focal point/chair notifies Health Research Governance Department at MOPH of any changes in IBC membership as and when they occur.**

Duties of the focal person or BSO (As stated in the policy)

1. Periodic inspection of labs.
2. Reporting to the IBC and institution of any problems, violations, research-related accidents or illnesses.
3. Developing emergency plans for handling accidental spills and personnel contamination.
4. Advice on issues/concerns related to lab security.
5. Technical advice to PIs and the members of the IBC on research safety procedures.



Responsibilities of the IBC – (As stated in the policy)

1. Reviews and approve the biosafety aspects of the proposed research plans, protocols and operating procedures for research work involving infectious agents prior to the implementation of these activities.
2. Biosafety, biosecurity and technical compliance consultations.
3. Periodic internal biosafety audits of technical methods, procedures and protocols, biological agents, materials and equipment's.
4. Discussions of biosafety protocol or procedure violations with the appropriate persons.
5. Verifies and documents that all staff have received appropriate biosafety training.
6. Provision of annual continuing biosafety education.
7. Investigates incidents involving possible escape of potentially infectious or toxic material and reporting findings and recommendations to the laboratory director and biosafety committee. Reports significant incidents, violations and research related accidents and illnesses to focal point or BSO (Biosafety officer) within thirty days or immediately depending on the nature of the incident.
8. Ensures appropriate decontamination following major or minor spills or other incidents involving infectious material(s).
9. Establishment of a system to deal with emergencies.
10. Ensures proper waste management.
11. Identifies substantive biomedical research areas where biohazards may exist.
12. Ensures appropriate decontamination of any apparatus or equipment prior to repair or servicing.
13. Maintaining awareness of research community attitudes regarding health and environmental considerations.
14. Establishment of appropriate procedures for import/export of pathogenic material to/from the laboratory according to national regulations.

ITEM # 7 Signatory Officials (i.e., Official Legally Authorized to Represent the Institution)

Generally, this is someone at the level of President, Chief Executive Officer (CEO), or Vice President of a company, or at the level of President, Provost, Chancellor, Vice President, or Dean of an academic institution, unless another official has been specifically delegated with this authority. Please type or print the full name, degree(s), organization title, telephone number, fax number, e-mail, and full mailing address. *The Health Research Governance Department recommends that an IBC member should not serve as the Signatory Official.*

ITEM # 8 MOPH Approval

Leave this item blank. This section is for use by Health Research Governance Department at MOPH.

-End of Instructions-



Institutional Biosafety Committee (IBC) Registration Form

Please complete the form below and submit it to the Health Research Governance Department at the Ministry of Public Health Qatar via [web portal](#).

ITEM # 1 Has your institution previously registered an IBC with MOPH?

(indicate by an [x] whether this is a

- “Update or Renewal”** of an already existing registration (Go to item# 2)
- “New application”** (Go to item # 3)

ITEM # 2 Institution IBC name and number

Name:

Number:

ITEM # 3 Institution or Organization operating the IBC

Name:

Full Mailing Address:

ITEM # 4 Authorized Institutional Official (Senior Administrator/IBC Chair)

Name:

Title/position:

Full mailing address:

Phone:

E-mail:

Signature:

Date:

ITEM # 5 Focal point/BSO of the IBC

Please check one

- Focal point or
- Biosafety Officer (BSO)



Name:

Title/position:

Full mailing address:

Phone:

E-mail:

Signature:

Date:

ITEM # 6 IBC Roster Information

A copy of the IBC roster must be submitted to the MOPH along with the application. Please follow the guidelines to submit the IBC roster.

- Attached
 Not Attached

Comments:

ITEM # 7 Signatory Officials (i.e., Official Legally Authorized to Represent the Institution)

Name:

Title/position:

Full mailing address:

Phone:

E-mail:

Signature:

Date:

ITEM # 8 MOPH Approvals

Please leave this item blank. This section is for use by MOPH for approval of the Registration.

Comments:

Name:

Title/position:

Full mailing address:

Phone:

E-mail:

Signature:

Date: