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| **CSU San Marcos University** Institutional Biosafety Committee (IBC) **Institutional Biosafety Committee** Biosafety Officer (760) 750-4502  **Submit this form signed electronically to** [**ibc@csusm.edu**](mailto:ibc@csusm.edu) | | |
| BUA Annual Continuation ForM1st Year 2nd Year ***Note:*** *Protocols are approved for three years. However, PIs are required to submit annual continuation forms for all continuing protocols. After two annual reviews, the PI must submit an entirely new protocol for review and approval by the IBC.* | | |
| 1. **Administrative Information** | | |
| **BUA Number:** | |  |
| **BUA Title:** | |  |
| **Principal Investigator Name:** | |  |
| Project Status (Activity in the previous approval year): **Protocol is Active, Ongoing – No Changes**  **Protocol is Active, Ongoing – No Changes, other than adding or associating a funding source with this BUA (provide funding information in Section 4 below).**  Check this box if all procedures, processes, biological materials, rDNA, synthetic nucleic acid use, the biosafety level and risk level have not changed and as are as written in the current active, IBC approved BUA. This form will serve as the BUA amendment to add the funding source.  **Protocol is Active, Ongoing – With Changes**  Check this box if procedures, processes, biological materials, rDNA, synthetic nucleic acid use or procedures, other procedures that may increase risk to personnel, addition of grant award with new experiments, or any other relevant changes need to be added to the BUA. Please submit this annual continuation form along with a BUA amendment form to describe the changes and we will process the amendment separately.  **Work is Complete; Unfixed Biological Materials are to be stored**  Close BUA  BUA will remain open, as use of unfixed biological materials may commence in the future. [NOTE: IBC will be notified when use is initiated.]  **Work is complete; Close BUA (biological materials will be discarded or fixed and stored).**  Work has been completed and all biological materials described in the BUA have been or will be discarded or fixed and stored for possible future use. It is not necessary to maintain a BUA for storage only or the use of fixed biological materials, provide brief explanation in the box below. Contact the Biosafety Officer for help with disposal, if needed. | | |
| Further Explanation(s) or Information:  |  | | --- | |  | | | |
| Personnel: A list of personnel will be provided to you by the IBC office or the Biosafety Officer at the time of this annual review. Once received, update the list provided and send back to [ibc@csusm.edu](mailto:ibc@csusm.edu) | | |

1. **List New Funding Sources: (Add rows as needed)** *(Provide a list of new funding sources associated with this protocol. If there are any aspects (i.e., changes, deletions, or additions to relevant procedures, processes, biological materials, rDNA or synthetic nucleic acid molecules, risk or biosafety levels) of those described in the grant award that are not written in the existing BUA, an amendment is required to be submitted, reviewed and approved prior to starting the work or using the materials).*

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| Grant Title(s): | Granting Agency(s): | Sponsor Award # or Fund #: | Project Period: | BUA amendment needed? |
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| 1. **Describe any accidents or exposures that occurred in your lab over the past year:**  **N/A**  *(Include corrective actions or changes to procedures that resulted from the accident/exposure)* | | | |
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| 1. **Progress Report and Accomplishments to Date:**   Provide a brief update on the progress made in achieving the specific aims of the protocol and accomplishments over the past year. The information in this section should be provided as an update to help the IBC document the continued approvability of the research or teaching. It should, however, be recognized that scientific inquiry may involve “blind alleys,” and failed experiments, thus resulting in little progress in the short-versus long-term. | | | |
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| By signing below, I certify that I, and all listed participants, will abide by all CSUSM policies and procedures governing the use of recombinant DNA, infectious agents and other biohazardous materials as outlined in the BUA and in the CSUSM Biosafety documents. | | | | |
| PI Signature: |  | Date: |  | |

**Submit this form signed electronically to** [**ibc@csusm.edu**](mailto:ibc@csusm.edu)