INSTITUTIONAL BIOSAFETY COMMITTEE

Steps for IBSC Approval

How a proposal moves from your bench to a written decision at CHRIST (Deemed to be University)

Anyone who works with recombinant DNA, genome editing, genetically modified organisms, or hazardous microorganisms needs IBSC clearance before starting. This page shows the route. The IBSC follows the Rules, 1989, the 2017 DBT Regulations and Guidelines, and the DBT Handbook for IBSCs.

Before you apply

1. Complete the eight training modules and pass the online exam. Keep the certificate. It is valid for three years.
2. Check your laboratory with the Biosafety Officer. Confirm the cabinet certificate, the autoclave, the signs, and the storage.
3. Decide the likely category of your work using the table below.

Category	Biosafety level	What you do	Who approves
Category I	BSL-1	Tell the IBSC the objective, design, and organisms before you start.	IBSC (intimation)
Category II	BSL-2	Submit the application. Wait for written authorization.	IBSC (prior authorization)
Category III and above	BSL-3 or higher	Submit the application. The IBSC reviews and refers it.	IBSC, then RCGM

Some work needs case-by-case review whatever the category. Examples are oncogenes, cytokines and growth factors, defective high-risk viruses with a helper virus, and work with primates or humans in the laboratory. Ask the Member Secretary early if this applies to you.

The steps

1. **Prepare the application.** Download the IBSC application form. Fill every section. Attach the training certificates, vector maps, SOP, and any ethics approval or material transfer agreement.
2. **Sign and submit.** Send the signed form as one PDF to biosafety.submissions@christuniversity.in. Submit before the deadline announced on the IBSC webpage. Write to this address only. Do not email individual members.
3. **Completeness check.** The Member Secretary checks the form. Incomplete forms are returned. The Handbook accepts only completely filled forms for RCGM, so errors cost time.
4. **Agenda.** The Member Secretary circulates the agenda and all applications to members one week before the meeting.

5. **Committee review.** The IBSC meets, usually online. You may be asked to present or to revise the application. A member with a conflict of interest leaves the room for that project, and the minutes record it.
6. **Decision.** You receive a written decision after the minutes are signed. The decision may be approval, approval with conditions, revision, referral to RCGM, or refusal. Start work only after approval.
7. **RCGM referral, if needed.** For Category III and above, and for other referred work, the Member Secretary submits the application on the Indian Biosafety Knowledge Portal. The minutes go up within a week of the meeting and no later than 15 days. The application gets a Unique Authorization Code for tracking. Information cannot be changed after submission.

After approval

- Follow every condition of approval and work within the approved biosafety level.
- Keep your training certificate current. Renew before it expires.
- Tell the IBSC if the work changes or ends early. Changes may need a new review.
- Submit an annual progress report and a final report to the IBSC.
- Report any spill, exposure, or accident to the Biosafety Officer at once. Report to the IBSC Chairperson within 24 hours. The committee informs the DBT nominee and RCGM within 48 hours.
- Expect inspection of your laboratory by the IBSC or the Biosafety Officer.

> **CAUTION: Non-compliance**
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> The IBSC can suspend or cancel approval, confiscate or destroy materials, suspend related research, and report to RCGM. A biosafety violation also means you must retake the training.

Contact

Submissions and queries: biosafety.submissions@christuniversity.in

Member Secretary: Dr Ravi Thakur, Department of Life Sciences, CHRIST (Deemed to be University), Bengaluru 560029

Forms, guidelines, and training modules are on the IBSC webpage.