

Ref: ORMC/2024/04

Ref: IACUC/2024/7

12 September 2024

Deans  
Heads of Department  
Directors of Research Institutes/Centres

Dear Deans, Heads of Department and Directors,

### **Launch of iRIMS-IBC (Hazard Safety) and iRIMS-IACUC (Animal Oversight)**

1. We are pleased to announce the launch of iRIMS-IBC (Hazard Safety) and iRIMS-IACUC (Animal Oversight) modules in the NUS Integrated Research Information Management Suite (iRIMS) on **17 September 2024**.
2. These modules will replace the current integrated Online Research Compliance (iORC) system for submission of your research project risk assessments / protocols for approval by institutional committees.
3. Some of the key features of the modules include:
  - a. An intuitive user interface that guides you through the submission process.
  - b. Real-time tracking of the progress of your submission.
  - c. View, amend and rebut reviewer's comments in the system at the relevant pages.
  - d. View live changes with edits made to the protocol.
  - e. Copy protocols to create and draft a new protocol submission.
  - f. Submit amendments to previously approved protocols.
  - g. View changes between different versions (amendments) of protocols.
  - h. View lists of approved protocols, draft protocols, draft amendments, protocols in review and protocols under transfer ownership.
4. Both iRIMS-IBC (Hazard Safety) and iRIMS-IACUC (Animal Oversight) modules are accessible at <https://nus.prod-sg.cayuse.com/>.
5. Please log in to iRIMS-IBC (Hazard Safety) and iRIMS-IACUC (Animal Oversight) on **17 September 2024** to submit new project risk assessments/research protocols for approval. Creation of new project risk assessments/research protocols in iORC will be disabled on **16 September 2024 at 18:00 hrs**.

6. OSHE-Forms in iORC:
  - a. Principal Investigators can view their project risk assessments approved from 1 January 2018 to April 2024 in the iRIMS-IBC module from **17 September 2024**.
  - b. Project risk assessments approved from May 2024 to September 2024 will be available in iRIMS-IBC module from **1 November 2024**.
  - c. Any amendments for protocols approved from 2018 to 2024 shall be submitted in the iRIMS-IBC module.
  - d. For project risk assessments approved in iORC prior to 1 January 2018, Principal Investigators shall submit new applications in iRIMS-IBC (Hazard Safety) and should quote the previous iORC numbers.
  - e. Principal Investigators can still view and download their project risk assessments previously approved in the iORC system till **1 January 2029**.
  
7. IACUC-Forms in iORC:
  - a. Principal Investigators can view their previously approved IACUC protocols in the iORC system and make and submit amendments to the approved protocols in the iORC system.
  - b. New IACUC applications submitted via the iORC system after 16 September 2024, 18:00 hrs will **not** be accepted and Principal Investigators must create and submit an application in iRIMS-IACUC module
  
8. Please refer to the respective roadshow videos and User Guides:
  - a. iRIMS-IBC (Hazard Safety):
    - (i) <https://inetapps.nus.edu.sg/osh/portal/eServices/pr.html>
    - (ii) <https://nus.edu.sg/research/research-administration-and-shared-services/irims/irims-IBC>
  - b. iRIMS-IACUC (Animal Oversight):
    - (i) <https://nus.edu.sg/research/research-administration-and-shared-services/irims/irims-IACUC>
  
9. If you have any questions or require assistance, please contact:
  - a. iRIMS-IBC (Hazard Safety): [oshbox4@nus.edu.sg](mailto:oshbox4@nus.edu.sg)
  - b. iRIMS-IACUC (Animal Oversight): [dprbox33@nus.edu.sg](mailto:dprbox33@nus.edu.sg)

Thank you.

Dr Martin Leo  
Chief Risk Officer  
Office of Risk Management and Compliance (ORMC)

and

Associate Professor Sanjay Khanna  
Chairman  
Institutional Animal Care and Use Committee (IACUC)

cc Professor Tan Eng Chye, NUS President  
Professor Aaron Thean, Deputy President (Academic Affairs) and Provost  
Professor Liu Bin, Deputy President (Research and Technology)  
Mr Clarence Ti, Deputy President (Administration)  
Professor Barry Halliwell, Chairman, Institutional Biosafety Committee (IBC)  
Associate Professor Justin Chu Jang Hann, Chairman, Yong Loo Lin School of Medicine  
Biosafety Level 3 Biosafety Committee (BBC)

Associate Professor Gan Yunn Hwen, Chairman, Duke-NUS Animal Biosafety Level 3 Biosafety Committee (ABC)

Associate Professor Low Chian Ming, Chief Academic and Research Compliance & Integrity Officer

Ms Tan Shui-Min, Chief Information Technology Officer, NUS Information Technology