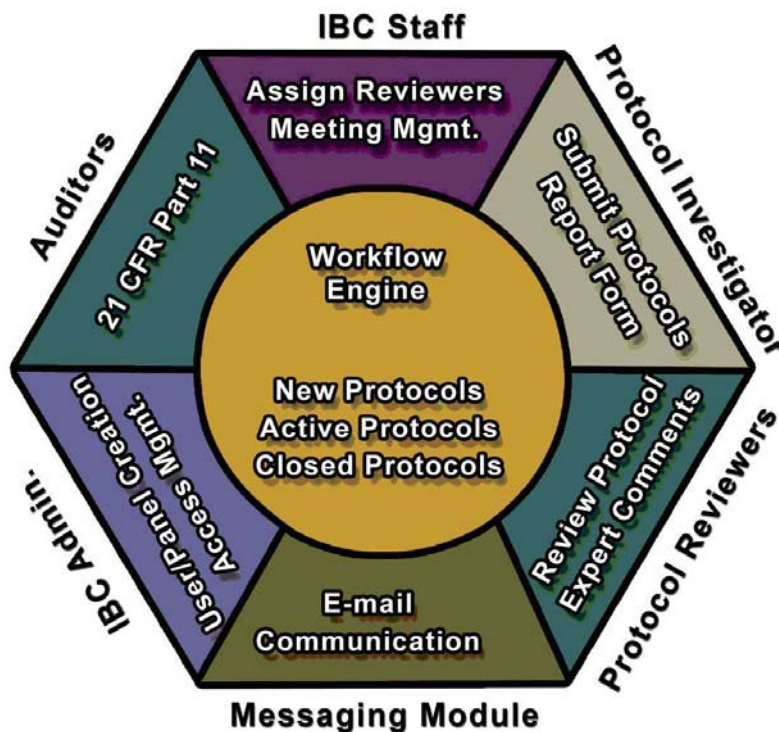


## eProtocol (IBC)

Key Solutions, Inc. (KSI) has developed and implemented 'eProtocol' application with the objective of automating the research administration and compliance process including online protocol submission, routing, reviewing, tracking and management for Institutional Biosafety Committee (IBC). The following functional modules are available for Institutional Biosafety Committee (IBC) Compliance Management System:

1. Protocol Management
2. IBC Program Management
3. IBC Review Process and Meeting Management
4. Protocol Communications
5. External Interfaces
6. Reports



**e-Protocol Management System  
(for IBC)**

## **Communications**

1. E-mails to Investigators
2. System generated e-mails for protocol submissions
3. System managed and generated review reminders, expiration notices, and termination notices
4. E-mail notifications of reviewer assignments, activities, and tasks
5. Email integration for notification of review results

## **Interface Requirements**

1. Ability to interface with the local LDAP system for user authentication
2. Any other customer-specific interfaces and/or interfaces to other systems

## **Reports**

1. Generation of standard report based on pre-selected input and output criteria. The following (canned) reports are provided as part of the report management module.  
Agenda List, Approval Letter, Closed Protocols, Conflict of Interest, Active Protocols, Minutes List, Protocols using different agents/substances, Tabled Protocols
2. Ability to generate ad-hoc reports based on user selectable input parameters
3. Ability to generate/export reports in/to HTML, PDF, and EXCEL (for applicable reports) format.

## **Configurable Workflow and Forms**

eProtocol can be used in many flexible ways, using the following fundamentals that are incorporated in the integrated software:

1. Capability to configure and tailor the forms – Using the dynamic form module, eProtocol can be used to tailor the Protocol forms.
2. Workflow configuration – Each committee can use the workflow component to configure the specific workflow.
3. Unified database can be used for all the committees. This will give flexibility for organization-wide reporting, analysis, and compliance management. Organization wide research or operational metrics can be obtained through the utilization of the unified database and through the use of reporting tools (e.g., data mining or data mart tools)
4. Each committee can maintain specific workflow, forms, and data but at the same time, information can be shared / accessed based on the corporate level access permissions, information security and audit policies.