

eISCRO User Guide:

How to Submit a New Cell Line

Last Update	June 21, 2012
Intended Audience	Principal Investigator/Study Team
Purpose	To provide the user with step-by-step instructions on how to complete/submit a new cell line for approval by the ISCRO.

Please first refer to the [eISCRO Getting Starting Guide](#) before continuing.

Follow the steps below to submit a new cell line:

- STEP 1. Close all open web browsers.
- STEP 2. Open a new browser and go to: <http://eISCRO.jhu.edu>
- STEP 3. Login using your JHEDID and temporary password: **abcd1234**.
- STEP 4. Select the “Create Cell Line” button on the left.

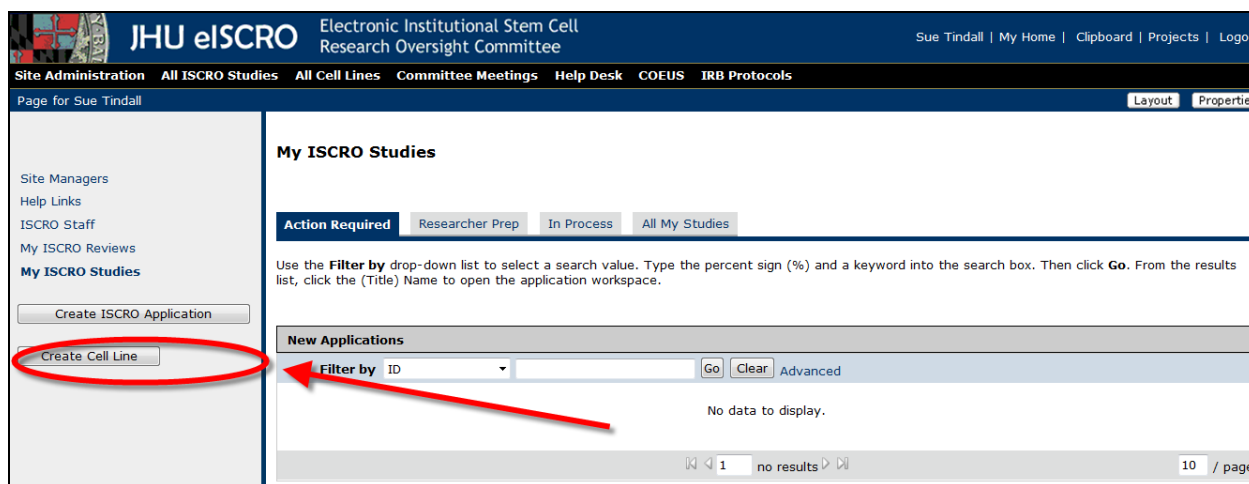


Figure 1

- STEP 5. Begin filling out **Section 1 – Cell Line Type**.
 - Select one option in No. 1.0.
 - All required fields are indicated with a red asterisk “*”. You must enter at least one character of text.

JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee New: ISCRO Project

<< Back Save | Print... Continue >>

1 - Cell Line Type

1.0 * Select the type of hESC/hPSC line you would like to add to the cell line manager (Select One)

The JHU ISCRO reviews research using:

1. hESCs,
2. SCNT involving human cells, or
3. other hPSCs (e.g., iPSCs, hEGCs) where the research involves:
 - a) introduction of the cells into humans
 - b) introduction of the cells into the central nervous system of non-human primates
 - c) introduction of the cells into non-human animals and there is a significant possibility of the cells giving rise to gametes; or
 - d) creation of gametes or embryos.

For more information, visit the the ISCRO website.

Figure 2

STEP 6. Select Continue to proceed to **Section 2 – General Information**, and proceed to answer all questions on the page.

- Delete the TEMP text in No. 1 and type in the name of the cell line.

JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee Edit: ISCRO Project - CL0000000

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 2 - General Information Continue >>

2 - General Information

1.0 * Provide the name of line or sample identifier:

PROVIDE CELL LINE IDENTIFIER OR NAME

2.0 * Select the source(s) (check all that apply):

- Excess embryos from *in-vitro* fertilization (IVF) treatments
- Human embryos created using IVF for the purpose of stem cell research
- Blastocysts created using parthenogenesis or androgenesis
- Somatic Cell Nuclear Transfer (SCNT)
- Somatic Cells
- Gametes (including donated gametes from a third party used to create embryos)

4.0 * Are the human materials being used in this research linked to any information whereby it would be possible for you or your study team to

Figure 3

STEP 7. Select the **“Continue”** button to proceed through the form.

- Every time you select **“Continue”** your work is automatically saved.
- If you select **“Back”** your work will NOT be saved. Select **“Save”** before you click the **“Back”** button
- You can select **“Save”** at anytime and exit the form.

JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee Edit: ISCRO Project - ISCR000000055

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 1 - Preliminary Questions Continue >>

Figure 4

STEP 8. Select **“Finish”** on the last page (bottom right or top left), you will be taken to the Cell Line workspace.

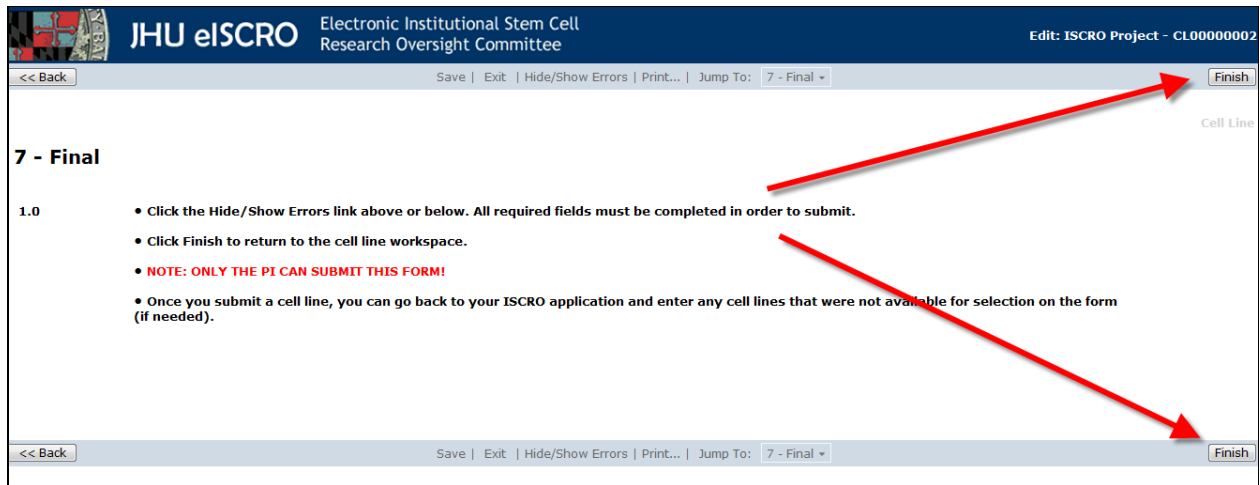


Figure 5

- **NOTE:** The form has not yet been submitted to ISRCO at this point.
- If you want to make additional changes to the application, select the **“View/Edit Form”** button on the right side.

STEP 9. Select the **“Submit”** activity button, located on the left side.

- If the system finds validation errors they will be displayed for you. You must resolve all validation errors before the system will submit the application. Click the errors in the list and the system will take you directly to the page where you can correct your answer.

STEP 10. Once all validation errors have been resolved, select the **“Submit”** activity again.

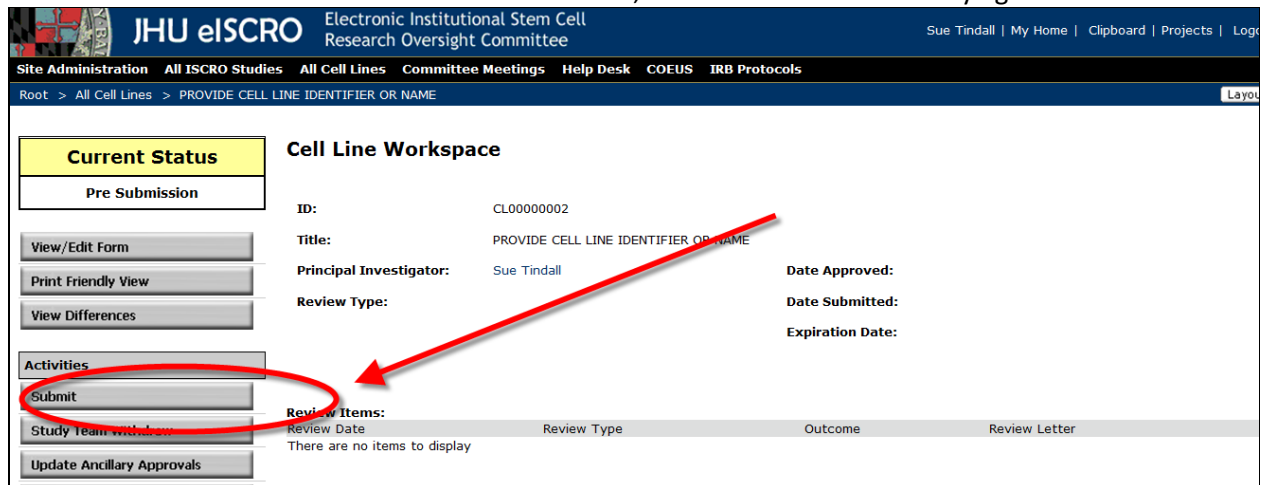


Figure 6

STEP 11. Read the Certification text, and then select **“OK”**.

- You may need to scroll slightly down to see the OK button.

STEP 12. Review the workspace summary.

- The form will now appear in the ISCR0 Staff workspace where they can begin processing your submission.