BioRAFT STEP-BY-STEP GUIDE

Step 0: Pre-Registration

If you’ve not yet used or logged into BioRAFT, your lab may not yet be registered in BioRAFT based on your previous work with EHS. Principle Investigators should start by reaching out to EHS at biosafety@miami.edu to ensure an individual profile has been created in BioRAFT to provide access.

Once individual access has been granted, when you log into BioRAFT, you will be prompted to complete the General Setup Wizard.

The General Setup Wizard will guide you through several pages that will collect information to establish your lab within the BioRAFT system.

This is not the Biological Registration. The information collected in this wizard should be highlights and general information about the lab, not specific details about individual projects.

Once your lab is established in BioRAFT, email EHS to bio enable your lab to have access to the biological registration.
Step 1: Accessing the Biological Registration

If your lab has been bio enabled by EHS you will be notified on your BioRAFT dashboard that the Biological Registration Wizard is incomplete. Alternatively, your compliance summary will indicate that action is needed.

You can access the Biological Registration in one of 2 ways: through the Biological Registration Wizard link, or through the Biological Summary page within your lab profile. Both will be touched on below.

Step 2: Biological Registration Wizard

The wizard will guide you through the submission process, aligning navigable sections along the left-hand side. If this is your first time submitting a registration, the wizard is helpful to ensure nothing essential is left out of your submission.

One key limitation of the wizard however is it will not prompt you to upload additional documents, such as your Biological Hygiene Plan. Access to uploads can be accessed from the Biological Summary page after initial completion of this wizard.

The BioRAFT Biological Registration Wizard breaks down the registration process into 3 main sections: projects, surveys, and materials.

- The core descriptions associated with your work will be outlined in projects. Project descriptions should be in layman’s terms and relatively brief.
- Surveys assess what agent specific risks may exist within your research and the nature of those materials.
- Materials straight-forwardly catalogues all materials used or stored by your lab.

The Wizard is only selectable for first time submissions. All other times it is accessible through Your Lab summary page, found in the left-hand navigational menu. You can access the registration directly in the left-hand menu by clicking Your Lab then Bio Summary, then Biological Summary in the sub top navigational menu on the next page. On Your Lab’s summary page, you can click on the Bio tab on the top row navigational tabs to also access your Biological Registration. If you do not see the option to access the bio summary page and are missing the bio tab in the top menu, your lab has not been bio-enabled and you must email EHS for access.
Here, the entire bio summary is laid out in one long page. This page is comprehensive, including a section at the bottom to upload additional documents, such as your biological hygiene plan. This page can however become lengthy depending on the depth and variety of your research projects, naturally.

If you used the Biological Registration Wizard first to build your bio registration, you’ll need to access your complete Lab Biological Summary page in order to upload your Biological Hygiene Plan at the bottom under Biological Registration Documents. The Hygiene Plan is essential for EHS/IBC review and is a required part of a submission to be considered complete. The Biological Hygiene Plan can be downloaded from the EHS Resources page located here under Documents. Any other documents that may be needed for review or appropriate to associate with your summary can also be uploaded under the Biological Registration Documents section in your Lab Biological Summary.
Step 3: Certification and Submission

You can certify and submit your application on the review page of the Biological Registration Wizard, however you cannot upload your Biological Hygiene Plan which is required for each lab. Please see the previous page for accessing your Biological Registration the Biological Summary page associated with Your Lab summary.

The Biological Hygiene Plan can be downloaded from the EHS Resources page located here under Documents. Any other documents that may be needed for review or appropriate to associate with your summary can also be uploaded under the Biological Registration Documents section in your Lab Biological Summary.

To submit the registration, you must click Certify at the bottom of the page.

After clicking Certify, you will be brought to a certification page. After reading and initialing, you can click Certify and Submit at the bottom of the page to submit the application for review.

Applications will be reviewed by the Biosafety Office in EHS. Any applications that also contain recombinant DNA or other rDNA vectors, or as you may have been instructed by the IBC, will be reviewed by both the BSO and the IBC.
After Submission

You can review your Biological Registration and view the Bio overview for your lab through the Bio tab at the top under Your Lab summary. This may be particularly useful when modifications are needed and re-submission.

Registrations should be reviewed and certified to still be accurate minimally on an annual basis and resubmitted for full review every 3 years. Due to the evolving nature of university research however, modifications may be needed more routinely as your research evolves or as research personnel graduate and are replaced.

Just remember though, you’re not on your own and the EHS Biosafety Office is here to help should you bump into any access issue, encounter errors, or have any questions about the process in general. We are happy to accommodate one on one or group meetings as needed to provide guidance upon request.