

1. Please go to Path BioResource home page at <https://somapps.med.upenn.edu/pbr/portal/>
2. In order to reach **PI Management** page:
 - a. *If you are PI:* From Left hand side menu Click on **PI_Principal Investigator**, the first link under **Project Management**
 - b. *If you are Lab manager:* Click on **Lab Manager** Link, the second link under **Project Management**. If you are lab manager for only one PI, you will go directly to PI page and if you manage more than one PI you will see a list of PIs and you can select one.
 - c. *If you are BA:* Click on **BA-Business Administrator** link-- the third link under **Project Management**. At the bottom of the page, select the PI you want to manage and click on **List Projects** button.
3. Once you arrive at PI management page, hover over the top section of page **Additional Management Tools**. The page will extend and from new controls please click on **CAMRIS Protocol**.

Perelman School of Medicine University of Pennsylvania Path BioResource

Imaging | Clinical Cell & Vaccine Production | Flow Cytometry & Cell Sorting | Molecular Profiling | Human Immunology Core | Tumor Tissue & Biospecimen Bank | Clinical Service Center | Computational Biology | Vector | Gene Therapy Immunology | Cell Morphology

PROJECT MANAGEMENT
 PI-Principal Investigator
 Lab Manager
 BA-Business Administrator
 Staff-Resource laboratories
 Staff-Path BioResource
 Education
 Page tutorial
 Global Logout

Additional Management Tools (Assign Users, Protocols, Subscriptions, Pathology Centralized Resources)

Manage Lab member Assign Users to Projects

Manage Studies/Protocols **CAMRIS Protocol**

You have 1 active Gene sequencing subscription, due for renewal by 2012-07-01 [View Subscriptions](#)

PI MANAGEMENT - your pennkey neisan managing as PI

PI NEISAN SABET pennid 22169431 pennkey neisan Cancer Center (16) member of ?

Update PI

Office tel Lab tel Fax Email
 215-740-5099 212-999-9999 858-989-8657 neisan@upenn.edu

Current Lab Manager(s)
 Luellen Fletcher ✕

Lab Manager PennKey Add manager

[Click Here for Users Projects Assignment](#)

ADD PROJECTS	project nickname?	expiration date	cnac	org	chk	fund?	obj	prog	cref
grant funded	AWARD	date will be supplied	400		4	5		5340	

PROJECTS?	exp. date	D	cnac	org	chk	fund?	obj	prog	cref	Grant Number	Grant Name
<input type="radio"/> em special	2019/12/31										I
<input type="radio"/> neisan_project	2014/12/31										
<input type="radio"/> prodev_usage_sabet											R

Show/Hide Expired/Inactive/Frozen projects

PENDING CHARGES change project used RESET change project expiration and activation Copy Authorized users list invoices

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log id	req id	date	user	code	quant	assay
EM Special	2013-10-31	inv# 56113	Electron Microscopy	exp	2019-12-31	

4. On the next page, all the protocols for which the PI is given as main or Co-investigator are listed. Each table row presents one protocol.

- Under **Current Funding source** the nickname of 26 digit number that will pay activities on this protocol for CAMRIS studies is listed. If there is no funding assigned, there will be a text in yellow background indicating **No funding source assigned**. If there is already a funding source assigned, you can see the 26 digit fund number by hovering with your mouse over the project nickname.
- Under **Other Available Funding Source**, all available funding for Main and Co-investigator are listed. You can select a funding source from that list and click **Submit** to assign a new funding account to the protocol.

Note: You can assign funding source to one or many protocols at once.

Note: After a funding source is changed, any protocol activity will be billed to that account.

- If desired funding source it not listed, you can go back to **PI Management** page and add award grant or non-grant funds through **Add Project Section**.
- Click on each protocol number to see detail about protocol members

The screenshot shows the Path BioResource website interface. At the top, there is a navigation bar with the Perelman School of Medicine logo and various research areas: Imaging, Clinical Cell & Vaccine Production, Flow Cytometry & Cell Sorting, Molecular Profiling, Human Immunology Core, Tumor Tissue & Biospecimen Bank, Clinical Service Center, Computational Biology, Vector, Gene Therapy Immunology, and Cell Morphology. Below the navigation bar, there is a sidebar on the left with 'PROJECT MANAGEMENT' options: PI-Principal Investigator, Lab Manager, BA-Business Administrator, Staff-Resource laboratories, and Staff-Path BioResource. A 'Global Logout' link is also present. The main content area displays a table with columns: 'Main PI', 'Co PI', 'Protocol#', 'Current Funding source', and 'Other Available Funding Source'. The table lists two entries for 'Drew Bantly' and 'Neisan Sabet'. The 'Current Funding source' column for both entries shows 'No funding source assigned' in a yellow background. A 'Submit' button is located at the bottom right of the table area. A 'Page help' link is visible in the top right corner of the table area.

Main PI	Co PI	Protocol#	Current Funding source	Other Available Funding Source
Drew Bantly	Neisan Sabet	999999	No funding source assigned	Project name - Project Owner PI
Neisan Sabet		888888	No funding source assigned	Project name - Project Owner PI

- If you click on the protocol number, a popup will open and list protocol members. The first section lists those who are assigned through IRB protocol and you cannot add or remove them. If there is someone who needs access to this protocol and not listed in first section, please enter his/her PennKey or PennID and click on **Add New Member**. In the third section, all the users who are assigned to this protocol outside of the IRB will be listed. To remove a user, click on the

red X. Example below.

The screenshot shows a web browser window with the address bar containing the URL: <https://somapps.med.upenn.edu/pbr/secure/camris/userList.php?pro...>

The main content area is titled "Protocol 888888 Authorized users from IRB application" and contains the following elements:

- A list of authorized users: Luellen Fletcher Herb Holyst
- An "Add new member" section with a text input field labeled "PennKey or PennID" and an "Add New Member" button.
- A second list of authorized users: ✘ Wade Rogers