THE UNIVERSITY OF TEXAS

MD Anderson Cancer Center

Making Cancer History®

BIMS Protocol Registration

Training Guide for New Users
Institutional Tissue Bank (ITB)
Important steps in Process of Biological Specimens Collections from Patients

- IRB Research Protocol Approval
- Protocol Registration in Management System (BIMS)
- Obtaining Patient Consent
- Submission Request for Tissue and Fluid Collection to BIMS
- Samples Collection and Processing
- Samples Storage/Distribution
Protocol Registration begins by filling out the required registration form. 

The form can be requested by the ITB at any time a new protocol is to be created.

Once filled, it should be emailed to ITBTeam@mdanderson.org so that it can be registered in BIMS.

The Registration process comes with a Study Registration Fee of $25.

If unsure about which Operating Bank your protocol should be under, the recommended default is ITB.
Protocol Activation in BIMS

• Once the Registration form has been submitted to ITB, all the information will be entered in BIMS and the protocol will become "Initiated.”

• When this change is made in BIMS, an automated email will be sent out to the Protocol’s Principal Investigator (PI) and the listed administrators.

• Once initiated in BIMS, to activate the protocol, the entered information must be reviewed by the Protocol’s Administrators and approved upon inspection.

• This can be done using the “Administration” module under the “Resource Administration” tab.
Protocol Activation in BIMS (cont.)

- To view entered information and confirm accuracy of information, choose/enter your protocol in the “Protocol/Bank” box.
- Click on the protocol from the list below to open the Management screen allowing you to view the whole protocol.
- Press the “Edit” button at the bottom of the screen to review all entered information.
Approving Entered Information

- Please go through each tab (General, Organ/Site, Diagnosis) and confirm the accuracy of all entered information.
- Should any errors exist please correct the information or alert the ITB team and we will correct the information.
- Once all information has been confirmed, please press the “Submit for Approval.”
- This will change the status of the protocol to “Pending Bank Review” and an email will be sent to all involved.
Modifying Protocol Further

- The protocol can be modified further by anyone with Administrator access.
- Adding personnel to the protocol can be done in the “Personnel” tab using the “Add New” button.
- There are different roles that can be granted depending on the level of access needed by the employee.
  - Administrator
  - Pickup
  - Reader
  - Requestor
  - Technician
Finished Protocol Registration

- Remember that future changes to operating bank, organ/sites, and diagnosis will require confirmation/approval from the operating bank and/or ITB. Attribute values are editable by the PI or Administrators without outside approval and immediately available for use in the application once updated.
Address additional questions and training requests to:
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and
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