

Website Link: [SAIF Application System](#)

Version 1.0

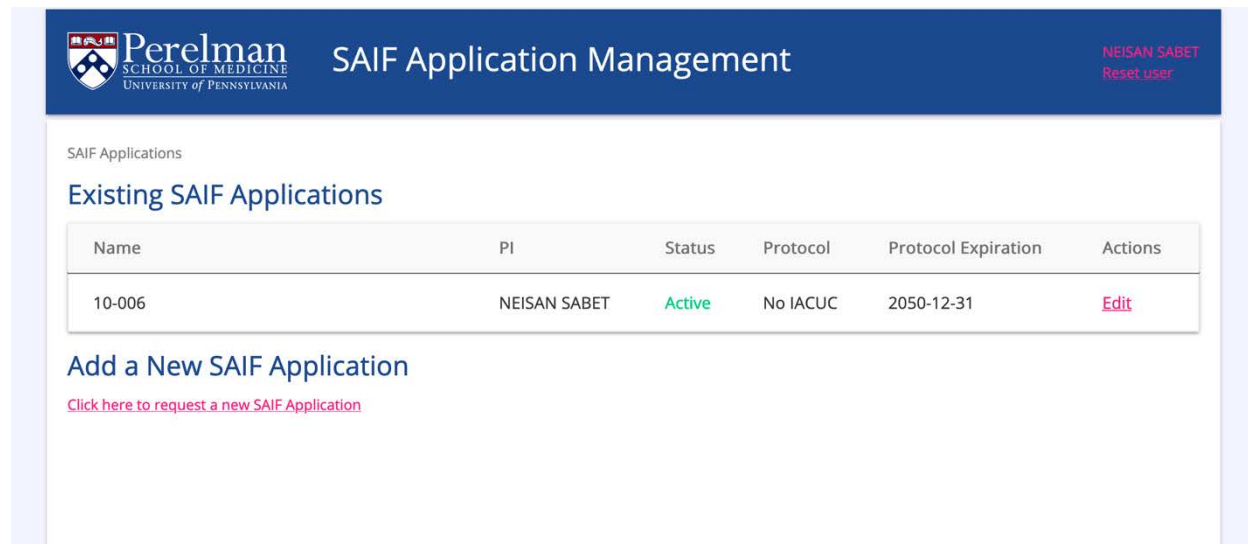
Last Revised 2020/10/26

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Creating a new SAIF Application

When you first visit the [SAIF Application System](#), you'll see a page that looks like the following:



SAIF Applications

Existing SAIF Applications

Name	PI	Status	Protocol	Protocol Expiration	Actions
10-006	NEISAN SABET	Active	No IACUC	2050-12-31	Edit

Add a New SAIF Application
[Click here to request a new SAIF Application](#)

This page lists all of your existing SAIF applications (with a link to edit each), and also provides a link to create a new SAIF application.



Add a New SAIF Application
[Click here to request a new SAIF Application](#)


After you click the link, you'll be redirected to a form which allows you to create a new SAIF Application:

SAIF Applications - New Project

New SAIF Application

Before filling out the modality forms, please indicate the PI and protocol information for your project.

You will be able to adjust your application details before submitting to SAIF for review.

PI
NEISAN SABET 

If your PI is not showing up in this list, please contact PBRHELPDESK@penntmedicine.upenn.edu for assistance.

This project uses an IACUC protocol.

IACUC Protocol Number

IACUC Protocol Title

IACUC Expiration Date

You must indicate:

- The PI for the application (whether yourself or the PI for a lab you belong to).
- The IACUC protocol details
 - If your SAIF application will not be using an IACUC protocol, uncheck "This project uses an IACUC protocol" to skip.

Please note: The PI's who appear in this list are based upon funding access. Please contact the [PBR Helpdesk](mailto:PBRHELPDESK@penntmedicine.upenn.edu) (PBRHELPDESK@penntmedicine.upenn.edu) for assistance with funding access.

Once you finalize this form (by clicking "Submit"), your SAIF Application will be created in the system and automatically assigned a SAIF application number.

Managing a SAIF Application

Once you create the SAIF Application, it will appear in your main list of applications and you'll be able to "edit" it.

From the "edit" page, you can manage:

- Funding
- Users
- Supporting Documents
- Modality Forms


Funding & Users

You can add funding and users by clicking into their respective dropdown boxes and clicking on your new selections.

Please ensure you click the green "Submit" at the bottom to save your changes.

SAIF Application System

Funding and User selection is managed from the Path BioResource billing system. Please contact the [PBR Helpdesk](mailto:PBRHELPDESK@pennmedicine.upenn.edu) (PBRHELPDESK@pennmedicine.upenn.edu) for assistance with adding any funds/users which are not present in your list.



SAIF Application Management

NEISAN SABET
Reset user

SAIF Applications - 10-006

SAIF Applications Details

SAIF Application:	10-006
PI Name:	NEISAN SABET
Status:	Active
IACUC Number:	No IACUC
IACUC Title:	No IACUC
IACUC Expiration:	No IACUC

Fund

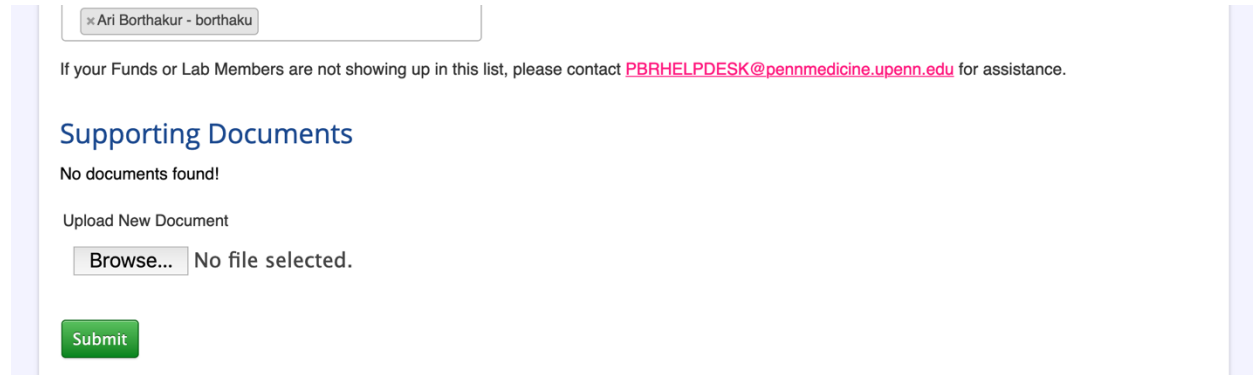
⌘ prodev_usage_Sabet: 0

Members

- ⌘ Katie Zañert Malitsky - katiez
- ⌘ Weixia Liu - weixia
- ⌘ Stephen Pickup - pickup
- ⌘ Edward James Delikatny - delikatn
- ⌘ NEISAN SABET - neisan
- ⌘ CHING-HUI HUANG - chinghu

Supporting Documents

SAIF requires that you upload any supporting documents directly onto your application. You can do so in the "Supporting Documents" section by clicking "Browse" and selecting the file in the prompt that appears from your local file system.

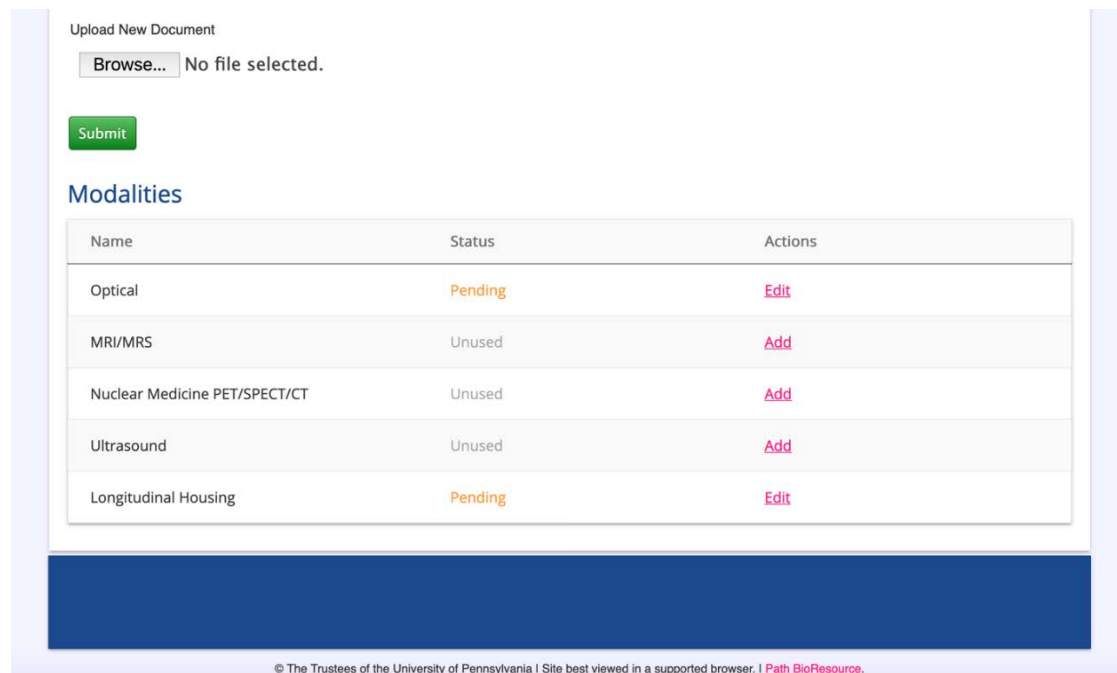


A screenshot of the "Supporting Documents" section. At the top, there is a user profile box with the name "Ari Borthakur - borthaku". Below this, a message states: "If your Funds or Lab Members are not showing up in this list, please contact PBRHELPDESK@penmedicine.upenn.edu for assistance." The section title "Supporting Documents" is in blue. Below the title, it says "No documents found!". There is a link "Upload New Document" and a "Browse..." button next to the text "No file selected.". At the bottom of this section is a green "Submit" button.

Modalities

The "Modalities" section allows you to view and edit any of your existing SAIF Modality forms.

You can see the form's status ("Unused", "Pending", or "Approved") or add/amend a form with "Edit".



A screenshot of the "Modalities" section. It starts with the "Upload New Document" section, including a "Browse..." button and a "Submit" button. Below this is the "Modalities" section, which contains a table with three columns: "Name", "Status", and "Actions".

Name	Status	Actions
Optical	Pending	Edit
MRI/MRS	Unused	Add
Nuclear Medicine PET/SPECT/CT	Unused	Add
Ultrasound	Unused	Add
Longitudinal Housing	Pending	Edit

At the bottom of the page, there is a footer: "© The Trustees of the University of Pennsylvania | Site best viewed in a supported browser. | [Path BioResource](#)."

Once you add or change a form, it will be switched to "Pending" while the SAIF staff review it.

Amending a SAIF Application

Once your SAIF Application is created and approved, any further changes are considered "amendments" and will flip the status of your SAIF Application back to "Pending Approval by SAIF".

If you have an approved Modality form, and change funding/users/other Modality forms, your overall Application will change to "Pending" but your approved (and unchanged) forms will stay Approved.

For specific directions on amending your SAIF Application, please see the above *Managing a SAIF Application* section