



Click™ Safety IBC Submission Management: Continuing Review Process

In Click, your IBC Safety submission is due for Continuing Review. This information provides instructions on how to complete this action so the submission does not lapse.

To access your submission, please login to Click through the EHS website: <https://ehs.msu.edu/lab-clinic/click.html>

After login, select the **SAFETY** tab at the top, then select **Submissions**, then select the **All Submissions** tab, then your specific submission:

ID	Name	Date Modified	State	Submission Type	Safety Review Type
SAFETY0000689	Test IBC Submission	3/18/2022 12:06 PM	Approved	Initial Submission	Biosafety
SAFETY0000688	Test	3/18/2022 12:05 PM	Pre-Submission	Initial Submission	Biosafety
AMEND0000516	Amendment for SAFETY0000664	3/1/2022 2:30 PM	Post-Review	Amendment	Biosafety

From the workspace, select the **Create Continuing Review** button:

Approved SAFETY0000689
Test IBC Submission

Next Steps

- View Submission
- Printer Version
- View Differences
- Create Amendment
- Create Continuing Review**
- Create Safety Incident

Principal Investigator: Thomas G Cooper
Specialist: Christopher James Calvin
Primary Contact:
Admin office: Safety

Submission Type: Initial Submission
Safety Review Type: Biosafety
Letter: Correspondence_for_SAFETY0000689.doc(0.01)
Last day of continuing review period: 3/17/2023
Approval Date: 3/18/2022

Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete

Clarification Requested (between Specialist Review and Committee Review)

Modifications Required (between Post-Review and Review Complete)

History Documents Reviews Contacts Snapshots Follow-on Submissions Related Projects



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Select the **Continue** button:

CLICK | New: Safety Submission

« Back Save Print Continue »

Continuing Review Introduction

A continuing review enables the Safety Office to re-evaluate and extend approval of your safety submission.

System Notes:
If you need to make updates to the content of your research, please select the **BACK** button, return to your submission, and select the **CREATE AMENDMENT** button.
Once the Continuing Review is complete, please **SUBMIT** on the workspace to send for review.
Please contact the EHS Office (517-355-0153, ehs@msu.edu) or the Click Help Desk (517-355-2000, clickhelpdesk@msu.edu) with questions.

To complete your continuing review:

1. Click **Continue** and fill out the requested information.
2. Click **Finish**
3. Click **Submit**

To request submission closure instead:

1. Click the **Back** button to exit this form.
2. Click **Request Closure** and fill out the form.

Then, answer the questions, then select the **Continue** button:

CLICK | Edit: Safety Submission - CR0000553

« Back Save Exit Hide/Show Errors Print Jump To » Continue »

Safety Changes

1. Have any changes occurred with any of the following aspects of your submission since the original submission approval?
 - Infectious agents used
 - Biosafety level (BSL)
 - Location
 - NIH Review Category
 - Containment equipment
 - Personnel

* Yes No [Clear](#)
2. If yes, describe all changes:



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Then, answer the questions and select the **Return to Workspace** button:

CLICK | Edit: Safety Submission - CR0000553

Back Save Exit Hide/Show Errors Print Jump To **Return to Workspace**

Safety Accidents and Problems

1. * Have any accidents occurred that resulted in inoculation, ingestion or inhalation of biohazardous materials, or is there any danger of environmental contamination?
 Yes No [Clear](#)

2. If yes, provide a complete description and resolution of the events:

3. Have any problems occurred pertaining to safety containment, equipment, or facility failure?
 Yes No [Clear](#)

4. If yes, provide a complete description and resolution of the problems:

Upon returning to the workspace, select the **Submit** button to send for review:

My Inbox Facilities IACUC IRB Safety

Submissions Inspections Meetings Reports Help Center

Pre-Submission

CR0000553

Continuing Review for SAFETY0000689

Principal Investigator: Thomas G Cooper
Specialist:
Primary Contact:
Admin office: Safety

Submission Type: Continuing Review
Safety Review Type: Biosafety
Letter:
Last day of continuing review period:
Approval Date:

Continuing Review Next Steps

Edit Continuing Review
Printer Version
View Differences
Submit

Manage Guest List
Manage Ancillary Reviews
Add Comment
Discard
msuKIntegration

History Documents Reviews Contacts Related Projects

Filter by Activity Enter text to search for + Add Filter x Clear All

Activity	Author	Activity Date
Continuing Review Created	Cooper, Thomas G	3/18/2022 12:11 PM

The diagram shows a workflow: Pre-Submission (highlighted) leads to Specialist Review and Committee Review. Both Specialist Review and Committee Review have a 'Clarification Requested' path that loops back to the previous step. Both Specialist Review and Committee Review lead to Post-Review, which has a 'Modifications Required' path that loops back to the previous step. Post-Review leads to Review Complete.

Note: If an Amendment is under review, a Continuing Review cannot be created. The Amendment has to be managed first and then the Continuing Review can be created.

Please reach out to the Click Help Desk (clickhelpdesk@msu.edu) with any system issues.