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:

![Image of the Click interface showing the SAFETY tab selected and the All Submissions tab highlighted.]

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

![Image](image_url)

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

![Image](image_url)
Then, answer the questions and select the **Return to Workspace** button:

![Return to Workspace](image)

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

![Submit button](image)

**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](mailto:clickhelpdesk@msu.edu)) with any system issues.