CLICK SAFETY CONTINUING REVIEW

Instructions to complete the annual Continuing Review before the submission lapses.

- Log in to CLICK through the EHS website: [https://orrs.msu.edu/click/index.html](https://orrs.msu.edu/click/index.html)
  - Click on the SAFETY tab on the top to the right.
  - Click on SUBMISSIONS in the next line down, on the left.
  - Click on ALL SUBMISSIONS in the next group of tabs down and on the right.
  - Click on the folder icon to the left of the submission due for Continuing Review, in this example it is the second one down in the list of submissions.

- Note: When Amendment is under review, a Continuing Review cannot be created. The amendment needs to be completed first and then a Continuing Review can be created. Reach out to the CLICK Help Desk with any issues. [clickhelpdesk@msu.edu](mailto:clickhelpdesk@msu.edu)

On the workspace that opens, select the CREATE AMENDMENT/CR button.
Select the TYPE OF SUBMISSION by clicking on the radio button next to CONTINUING REVIEW

- Amendment (Amend current safety protocol)
- Amendment/CR (Amend and submit Annual Continuing Review document)
- Continuing Review (Annual Continuing Review)

Select the CONTINUE button on the Continuing Review Introduction page.
Answer the questions and then select the **CONTINUE** button.

**Safety Changes**

1. Have any changes occurred with any of the following aspects of your submission since the original submission approval?
   - Infectious agents used
   - Bioterrorism level (BSL)
   - Location
   - NIH Review Category
   - Containment equipment
   - Personnel
   - [ ] Yes
   - [ ] No
   - [ ] Clear

2. If yes, describe all changes:

Answer the questions and then select the **RETURN TO WORKSPACE** button.

**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:
Select the **SUBMIT** button on the workspace page to have it sent on to the Safety Office for review.