



## Click™ Safety IBC Submission Management: Expiration and Copy Submission Process

In Click, your IBC Safety submission is due to expire and the system requires a resubmission process for review and approval. If this project or a similar one will continue, these instructions detail on how to accomplish the copy function and resubmit process.

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

After selecting your submission, from the workspace select the **Copy Submission** activity along the left side. A pop-up window displays and requires a new submission name to be entered, then select the **OK** button:

Approved

Next Steps

- View Submission
- Printer Version
- View Differences
- Create Amendment
- Create Continuing Review
- Create Safety Incident
- Request Closure
- Assign Primary Contact
- Manage Guest List
- Add Comment
- Copy Submission**

Copy Submission

This activity copies your submission. You remain the principal investigator for the new submission, and it appears in your inbox.

1. \* New submission name:

Depending on the size of the submission, copying it may take some time. Therefore, the new submission may not appear immediately. Thank you for your patience.

OK Cancel



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Once the submission has been copied, a link will be available in the **History** tab of the original submission:

**Approved**

### Test IBC Submission

SAFETY0000689

Principal Investigator: Thomas G Cooper  
Specialist: Christopher James Colvin  
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

**Next Steps**

- View Submission
- Printer Version
- View Differences
- Create Amendment
- Create Continuing Review
- Create Safety Incident
- Request Closure
- Assign Primary Contact
- Manage Guest List

**History** Documents Reviews Contacts Snapshots Follow-on Submissions ...

Filter by Activity   + Add Filter x Clear All

Activity	Author	Activity Date
Submission Copied	Cooper, Thomas G	3/18/2022 1:58 PM
New Copy: SAFETY0000690 Test Submission #2		

The copied protocol is available for editing in the **Pre-Submission** state. Select the **Edit Submission** button:

**Pre-Submission**

### Test Submission #2

SAFETY0000690

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

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

**Next Steps**

- Edit Submission**
- Printer Version
- View Differences
- Submit
- Assign Primary Contact
- Manage Guest List
- Manage Ancillary Reviews
- Add Comment
- Copy Submission
- Discard
- Manage Related IACUC Protocols
- Manage Related IRB Studies

**History** Documents Reviews Contacts Snapshots Follow-on Submissions ...

Filter by Activity   + Add Filter x Clear All

Activity	Author	Activity Date
Submission Created	Cooper, Thomas G	3/18/2022 1:58 PM
Copied from SAFETY0000689 Test IBC Submission		



## Click™ Safety IBC Submission Management: Expiration and Copy Submission Process

Please review the *entire* submission before sending for review. Listed below are key areas for attention and if not updated could prolong the review process:

- **Protocol Team Members.** Verify all listed personnel are still involved in the project and information is current (Q1).
- **Recombinant or Synthetic Nucleic Acids Usage and Work Description.** The questions on these pages have been significantly updated.

A snapshot is available from the original submission that may be used as a reference. To locate, please go to the original submission workspace and select the **Snapshot** tab, then select the most recent snapshot:

The screenshot displays the 'Test IBC Submission' workspace for submission ID SAFETY0000689. The status is 'Approved'. A flowchart shows the submission process: Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete. Below the flowchart is a navigation menu with tabs: History, Documents, Reviews, Contacts, Snapshots (highlighted with a red box), Follow-on Submissions, and a menu icon. The 'Snapshots' tab is active, showing a table of submission contents.

Version	State During Snapshot	Snapshot Taken
Snapshot: 1.0	Approved	3/18/2022 12:06 PM

- **Exposure Assessment and Protective Equipment.** Update all relevant engineering controls and protective equipment. Specifically, review **Q3** for updated locations of Biosafety Cabinets, Eyewash Stations, etc.
- **Supporting Documents.** Attach additional supporting documents (Q1). Specifically, include any relevant task procedures and SOPs. For example, Bloodborne Pathogen (BBP) updates, safer sharps annual review form and device evaluation, etc.



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After reviewing and updating submission, select the **Submit** activity from the workspace:

The screenshot shows the 'Pre-Submission' workspace for submission SAFETY000690, titled 'Test Submission #2'. The Principal Investigator is Thomas G Cooper. The submission type is 'Initial Submission' and the safety review type is 'Biosafety'. A workflow diagram shows the process from 'Pre-Submission' through 'Specialist Review', 'Committee Review', and 'Post-Review' to 'Review Complete'. The 'Submit' button in the 'Next Steps' sidebar is highlighted with a red box. Below the workflow is a 'History' table with columns for Activity, Author, and Activity Date. The table shows a single entry: 'Submission Created' by 'Cooper, Thomas G' on '3/18/2022 1:58 PM'.

Then, the principal investigator attestation window will appear for verification. Review, select the checkbox, and select the **Ok** button:

The screenshot shows the 'Submit' attestation window. It contains sections for 'Investigator's Assurance', 'Biosafety', 'Radiation Safety', and 'Stem Cell Research'. Each section has a list of statements to be reviewed. At the bottom, there is a checkbox labeled 'I agree with the above statement:' which is highlighted with a red box. Below this is a 'Comments' field and a 'Supporting documents' section. At the very bottom right, there are 'Ok' and 'Cancel' buttons, with the 'Ok' button highlighted in red.

The submission has now been sent to the IBC Office for review.

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