

Application Submission

This Quick Guide provides instructions for submitting a safety (Biosafety, Radiation Safety, Stem Cell Research) application (submission).

The PI or team member completes the SmartForm pages for the initial application. The final page is where the Supporting Documents are to be attached for submission.

Supporting Documents

Thank you for completing the information required to submit this protocol to the appropriate Safety Committee.

1. Attach additional supporting documents: ?

+ Add

| Document Name | Date Modified |
|-------------------------------|---------------|
| There are no items to display | |

i Take this opportunity to review the information you have provided. It is very important that the responses in this protocol be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this protocol and may result in the protocol being returned to the protocol team for correction or completion.

i Note that this protocol has not yet been submitted for review. Upon completing the information in this protocol and clicking the "Finish" button below, the principal investigator must also click the "Submit" activity from the protocol workspace in order to forward this submission for review.

← Back

 Save
 Exit
 Hide/Show Errors
 Print
 Jump To ▾
Finish

Select **Finish**.

← Back

 Save
 Exit
 Hide/Show Errors
 Print
 Jump To ▾
Finish

Note:

- Selecting **Finish** will not submit the application; the Submit action on the application workspace still needs to be performed.
- Selecting **Finish** will exit the SmartForm and return you to the application workspace.
- You can also select **Exit** to exit the SmartForm and return to the application workspace.

Select **Submit** on the left side menu (application workspace).

Pre-Submission

Next Steps

Edit Submission

Printer Version

View Differences

Submit

Assign Primary Contact

Manage Guest List

SAFETY0000037

Safety Submission

Principal Investigator: ra16 ra16 Submission Type: Initial Submission

Specialist: Safety Review Type: Radiation Safety

Primary Contact: Letter:

Admin office: Safety Last day of continuing review period:

Approval Date:

```

graph LR
    A[Pre-Submission] --> B[Specialist Review]
    B --> C[Committee Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested]
    B1 --> B
    C --> C1[Clarification Requested]
    C1 --> C
    D --> D1[Modifications Required]
    D1 --> D
    
```

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

Note:

- The **Submit** action will display on the application workspace only to the PI.
- The **Submit** action is not displayed to team members on the application workspace.
- Prior to submitting the application, the PI can still edit the application.

Review the Investigator's Assurance.

Submit

Investigator's Assurance

Biosafety:

- I attest that the information contained in the Huron Click submission is accurate and complete.
- I agree to comply with the requirements pertaining to the possession, use, transfer and disposal of all regulated biohazardous materials in accordance with all applicable Federal, State and local regulations as well as MSU policies and procedures.
- I attest that prior to the onset of research described in this submission, all persons involved shall have site specific safety training that covers the use and disposal of all research materials.
- For my laboratory and any other research locations owned by MSU that I conduct research in, I hereby adopt the MSU EHS Safety Manuals (Biosafety, Bloodborne Exposure Control Plan, Chemical Hygiene, MSU Hazardous waste, MSU Biohazardous Waste, etc.) as the principal safety reference material **in combination with site specific safety operating procedures that must be developed by me for the research** conducted by myself, lab members and visitors. In addition, for locations not owned by MSU, I will follow the protocols provided by the leased or borrowed space as long as they are not in conflict with MSU policies and procedures.
- Due to Federal, State and Local reporting requirements, I will report any theft, loss, release or exposure to any biological research materials **immediately** to the MSU Biosafety Officer at (517) 355-0153. After hours and weekends, will go to the EHS Pager who will contact the Biosafety Officer or designate.
- I understand my responsibilities with regards to laboratory safety and security and certify that the submissions as approved by the IBC are good for the time period established (3 years) and that I will submit an annual assurance document as required by the NIH and MSU.

Radiation Safety:

The information contained in this submission is accurate and complete. I am familiar with and agree to abide by the provisions of the current Radiation Safety Program, as well as any other MSU Policies and Procedures pertaining to Radiation Safety.

These requirements include the following:

- I will ensure that laboratory personnel are trained to a level which shows competence in handling radioactive material.
- I will supervise staff, and correct work errors and conditions that could result in injury due to working with these materials.

Stem Cell Research:

- I have provided a complete and accurate description of the proposed project.
- I acknowledge responsibility for the conduct and ethical performance of the project.
- I assure that research teams will demonstrate appropriate expertise or training, including in the derivation and culture of either human or nonhuman embryonic stem cells before permission to derive new lines is given.
- I agree to comply with all applicable federal, state, and local laws and institutional policies, including those regarding embryonic stem cell research and/or other types of stem cell research.

Click the checkbox indicating statement agreement, optionally add comments and supporting documents, and select **OK**.

If you have finished filling out your application, click "OK". Afterwards you will no longer be able to edit the application. You will receive email when each approval is granted or refused, and again when all the required approvals are received.

*If you are not ready to submit your application, click **Cancel**.*

*** I agree with the above statement:**

1. Comments:

2. Supporting documents:

+ Add

| Document Name | Date Modified |
|-------------------------------|---------------|
| There are no items to display | |

OK **Cancel**

The application has now been submitted to the Safety office for review. Select **View Submission** to view the status of the submission.

Specialist Review

Next Steps

View Submission

Printer Version

View Differences

Assign Primary Contact

Manage Guest List

SAFETY0000037

Safety Submission

| | | |
|-----------------------------------|---------------------------------------|--|
| Principal Investigator: ra16 ra16 | Submission Type: Initial Submission | |
| Specialist: | Safety Review Type: Radiation Safety | |
| Primary Contact: | Letter: | |
| Admin office: Safety | Last day of continuing review period: | |
| | Approval Date: | |

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graph LR
    A([Pre-Submission]) --> B([Specialist Review])
    B --> C([Committee Review])
    C --> D([Post-Review])
    D --> E([Review Complete])
    C --> B
    D --> C
    
```

Note:

- The application is now in the Specialist Review state.
- The application is not editable in the Specialist Review state.