MICHIGAN STATE UNIVERSITY

| Quick Guide |
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| **Safety – Basic Navigation** |

This Quick Guide provides an overview of basic system navigation in the Click Safety module.

The Click system modules are part of Michigan State University's enterprise systems; logging in will involve use of the University's multi-factor authentication solution (MFA or Okta Verify). There is a tile available within EBS.

Users can also access the various Click modules via:

https://orrs.msu.edu/click/index.html

Example: Access SAFETY module via selection of the SAFETY tile:

Research Compliance
Click™

New Window Opens

Click Safety Login
Manage biosafety, radiation safety, or stem cell submissions **Login**
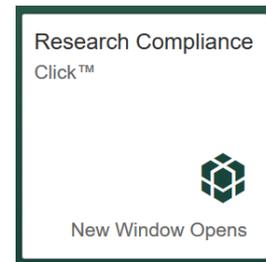
After login, users arrive at the ***Dashboard/My Inbox*** page.

Dashboard/My Inbox shows all the submissions that require your attention or an action from you in order to proceed to the next step in the review process. This page should be thought of as a to-do list.

Safety – Basic Navigation

Dashboard/My Inbox:

Key navigation items include:

- Top Navigator: displays various tabs and allows you to navigate to different system modules.
- Breadcrumbs: tracks your movement through the hierarchy of pages and enables you to quickly move back to a previous location. (e.g., navigating between a Follow-on Submission – Amendment – and the base or parent submission).
- Login/Logout: displays the name of the logged in user; allows the logged in user to log out of the system.

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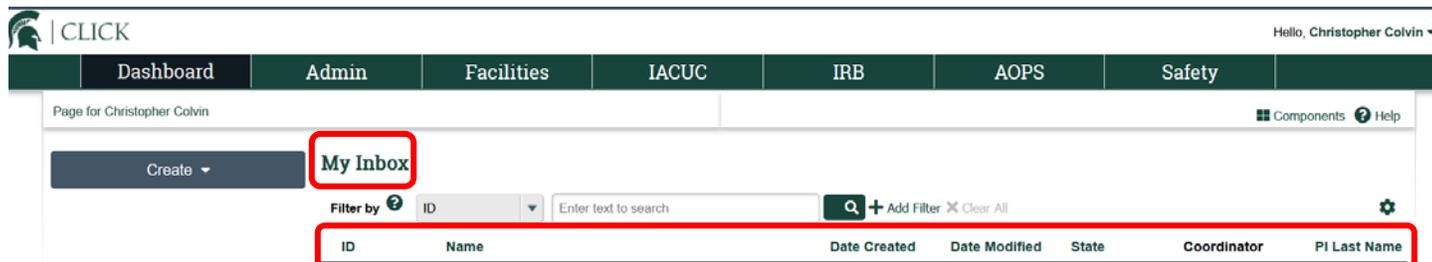
The columns in the table on your **My Inbox** page provide helpful information about the displayed submissions:

- ID: system-generated submission identifier.
- Name: submission short title.
- Date Created: date submission was initially created/saved in the system.
- Date Modified: date submission was last updated/saved in the system.
- Status: workflow submission status.
- Coordinator: name of the assigned Safety Specialist.
- PI Last Name: last name of the Principal Investigator on the submission.

From the **My Inbox** page, selecting *Create* (Safety) allows you to:
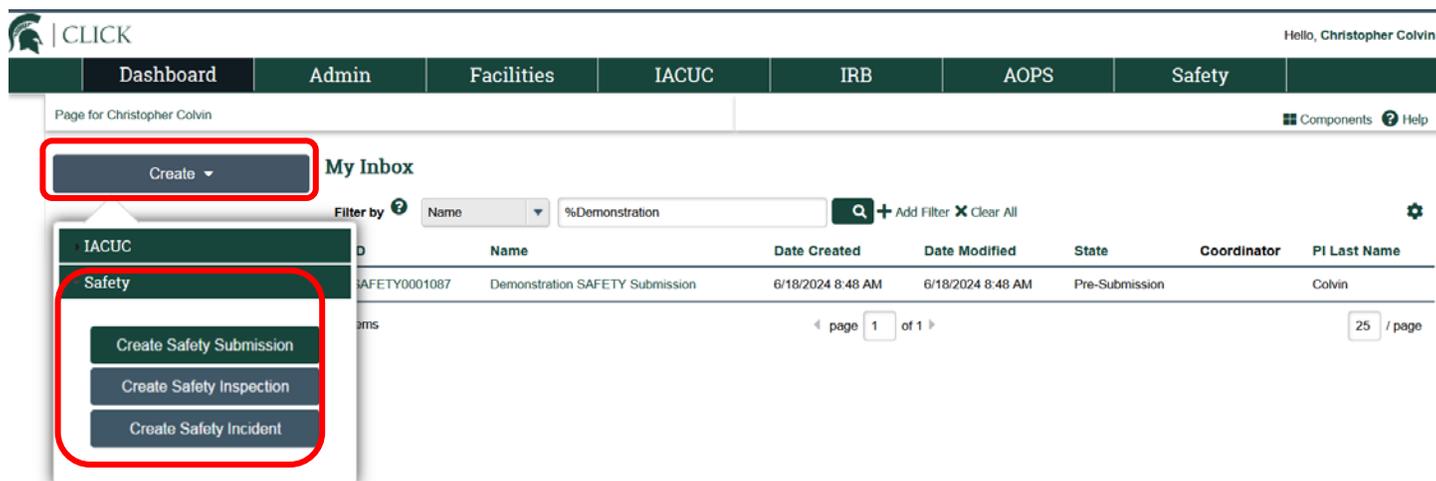
- Create a Safety Submission
- Create a Safety Inspection
- Create a Safety Incident

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Sort and Filter:

- Sort by column headers: click on a column heading to sort in ascending or descending order (ID, Date Created, and Date Modified); sort alphabetically (Name, Status, and PI Last Name).

- Filter feature: use the filter feature to assist you refine your search or reduce the number of items that appear in your **My Inbox**; for example, find submissions by:

- Submission identifier (ID)
- PI (PI Last Name)
- Submission state (Status)

The following example displays only submissions with the PI last name of 'Colvin' <u>AND</u> are in the 'Pre-Submission state (submission status):

Note: % is used as a wildcard.

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Safety Tab:

From the **My Inbox** page, select the **Safety** tab in the navigation bar.

- In-Review tab: lists submissions pending a review action; states include Specialist Review, Member Review, Committee Review.
- Active tab: lists submissions that are in a final state, typically, Approved.
- Archived tab: lists submissions that have been Closed and Discarded.
- Suspended or Lapsed tab: lists submissions that have been Suspended and Lapsed.
- All Submissions tab: lists all Safety submissions within the system, regardless of their state or status.

Selecting or clicking on the submission's 'Name' opens or displays the Safety submission's workspace.

Submission Workspace:

The Submission Workspace provides summary information specific to the Safety submission, such as the submission's state (highlighted workflow bubble) and submission's review type (e.g., Biosafety, Radiation Safety, Stem Cell Research Oversight).

SAFETY0001087

Demonstration SAFETY Submission

Principal Investigator: Christopher Colvin
Specialist:
Primary Contact:
Admin office: Safety
PI proxies:
    There are no items to display

Submission Type: Initial Protocol
Safety Review Type: Biosafety
Approval Date:
Last day of continuing review period:
Last day of de novo review period:

Letter:

Some other key activities include:

- Submit – select to submit the submission to the Safety Office.
- Add Comment – select to add a comment (e.g., to communicate with the Safety Office).
- Copy Submission – use to create a copy of the submission to use for new submissions.
- Discard – allows the PI to discard or delete the submission.

- Submit
- Assign Primary Contact
- Manage Guest List
- Manage Ancillary Reviews
- Add Comment
- Copy Submission
- Discard

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Notes:

- Only the PI (or PI Proxy) can submit the application to the Safety Office.
- Comments are visible to all individuals who have access to the Safety submission.
- Once discarded, the submission cannot be resubmitted to the Safety Office (permanent action).
- A new identifier (e.g., SAFETY0000000) is assigned to the copied submission.

Once the application is submitted to the Safety Office, the submission transitions from the Pre-Submission state to the Specialist Review state.

Safety > Demonstration SAFETY Submission

Specialist Review

Next Steps

Edit Submission

Printer Version

- ☑ Submit Specialist Review
- ✔ Approve Submission (Admin)
- ➡ Send to BSO Review
- ➡ Send to Member Review
- ↩ Request Clarification by Specialist
- 👤 Assign Specialist

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Submission Type: Initial Protocol
Safety Review Type: Biosafety
Approval Date:
Last day of continuing review period:
Last day of de novo review period:

Letter:

Pre-Submission → Specialist Review → Committee Review → Post-Review → Review Complete
Clarification Requested — Clarification Requested — Modifications Required

Sub tabs capture submission details – History (actions or activities taken during the submission's lifecycle), Documents (attachments), Contacts (e.g., PI, Team Members, Guests), etc.