

Basic Navigation

This Quick Guide provides an overview of basic system navigation in the Click Safety module. The Click system modules (IRB, IACUC, Safety) are part of Michigan State University’s enterprise systems; logging in will involve use of the university’s single sign on. If you have not logged in to one of the enterprise systems for the day, you will be asked to provide your two-factor authentication code.

Access Click by selecting the Research Compliance EBS tile.

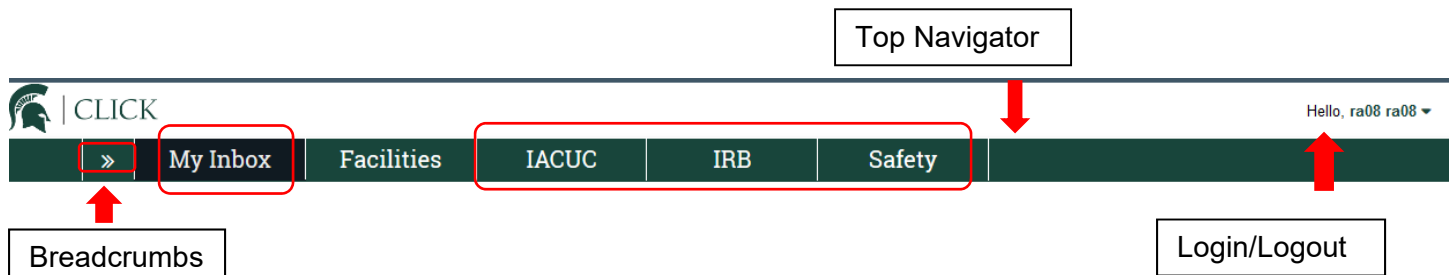


You can also access the Click via the link displayed on each of the respective Safety groups (Biosafety, Radiation Safety, Stem Cell) homepages.

After login, users arrive at the **My Inbox** page.

My Inbox

My Inbox displays all submissions that require your attention – or submissions that require you to take an action (e.g., preparing to Submit – PI; assigned to review – Safety Specialist/Committee Member).



Note: My Inbox key navigation items include:

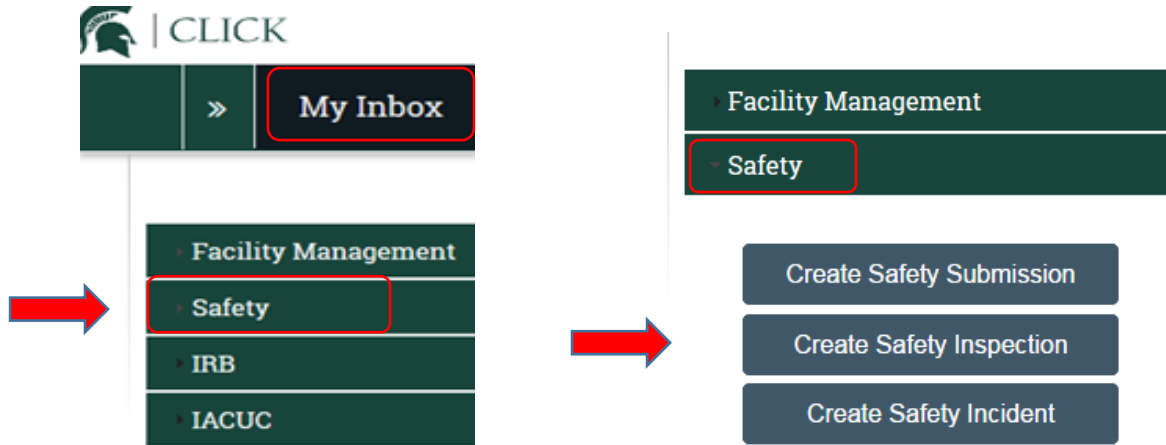
- Top Navigator: displays various tabs and allows you to navigate to different system modules.
- Breadcrumbs: tracks your movement through the hierarchy of pages and enables you to quickly move back to a previous location. (e.g., navigating between a Follow-on Submission – Amendment – and the base or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

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.

»	My Inbox	Facilities	IACUC	IRB	Safety																																				
						Components																																			
<ul style="list-style-type: none"> Facility Management Safety IRB IACUC 		<h3>My Inbox</h3> <p>Filter ? ID ▼ <input type="text" value="Enter text to search for"/> Go + Add Filter ✕ Clear All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Date Created</th> <th>Date Modified</th> <th>Status</th> <th>Coordinator</th> <th>PI Last Name</th> </tr> </thead> <tbody> <tr> <td>SAFETY0000027</td> <td>Biosafety Submission - JP</td> <td>6/14/2018 10:33 AM</td> <td>6/14/2018 11:08 AM</td> <td>Specialist Review</td> <td>ra16</td> <td>ra16</td> </tr> <tr> <td>SAFETY0000034</td> <td>14 June 2018 Rad Safety Submission</td> <td>6/14/2018 3:42 PM</td> <td>6/14/2018 3:43 PM</td> <td>Specialist Review</td> <td>ra16</td> <td>ra16</td> </tr> <tr> <td>SAFETY0000067</td> <td>Testing values for SIT</td> <td>6/21/2018 9:24 AM</td> <td>6/21/2018 9:29 AM</td> <td>Specialist Review</td> <td>ra15</td> <td>ra15</td> </tr> <tr> <td>SAFETY0000072</td> <td>E-2-E Test Script 14 Test Submission</td> <td>6/22/2018 10:15 AM</td> <td>6/22/2018 10:46 AM</td> <td>Specialist Review</td> <td>ra14</td> <td>ra14</td> </tr> </tbody> </table>					ID	Name	Date Created	Date Modified	Status	Coordinator	PI Last Name	SAFETY0000027	Biosafety Submission - JP	6/14/2018 10:33 AM	6/14/2018 11:08 AM	Specialist Review	ra16	ra16	SAFETY0000034	14 June 2018 Rad Safety Submission	6/14/2018 3:42 PM	6/14/2018 3:43 PM	Specialist Review	ra16	ra16	SAFETY0000067	Testing values for SIT	6/21/2018 9:24 AM	6/21/2018 9:29 AM	Specialist Review	ra15	ra15	SAFETY0000072	E-2-E Test Script 14 Test Submission	6/22/2018 10:15 AM	6/22/2018 10:46 AM	Specialist Review	ra14	ra14
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From the My Inbox page, selecting **Safety** allows you to create a Safety Submission, Safety Inspection, or Safety Incident.



To 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).

My Inbox

Filter [?] ID + Add Filter ✕ Clear All

ID	Name	Date Created	Date Modified	Status	Coordinator	PI Last Name
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The filter feature allows you to refine your search or reduce the number of items that appear in your My Inbox.

My Inbox

Filter [?] ID + Add Filter ✕ Clear All

and PI Last Name ✕

and Status ✕

The following filter example displays only submissions with the PI last name of 'Willard' AND are in the 'Pre-Submission state (submission status) (Note: % is used as a wildcard):

My Inbox

Filter [?] PI Last Name ▾ %willard + Add Filter × Clear All

and Status ▾ %Pre ×

ID	Name	Date Created	Date Modified	Status	Coordinator	PI Last Name
SAFETY0000002	Biosafety - Test Submission - June 8	6/8/2018 12:29 PM	6/22/2018 3:16 PM	Pre-Submission		Willard

1 items page 1 of 1 / page

Safety Tab

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

The following explains each displayed tab in detail:

- 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.

In-Review **Active** Archived Suspended or Lapsed All Submissions

Filter [?] ID ▾ + Add Filter × Clear All

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

In-Review	Active	Archived	Suspended or Lapsed	All Submissions	
Filter ? ID <input type="text" value="Enter text to search for"/> Go + Add Filter ✕ Clear All					
ID	Name	Date Modified	State	Submission Type	Safety Review Type
SAFETY0000002	Biosafety - Test Submission - June 8	6/25/2018 11:07 AM	Specialist Review	Initial Submission	Biosafety

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).

SAFETY0000015

Radiation Safety Submission: June 2018

Principal Investigator: Curtis Hicks Jr

Specialist:

Primary Contact:

Admin office: Safety

Submission Type: Initial Submission

Safety Review Type: Biosafety

Letter:

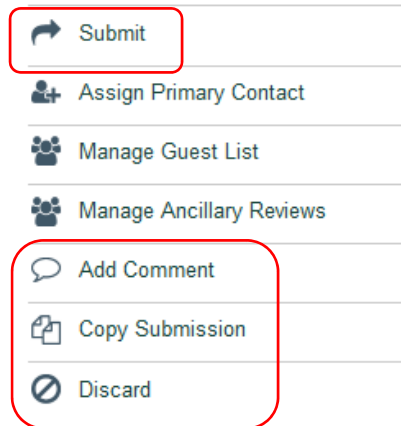
Last day of continuing review period:

Approval Date:



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.



Notes:

- Only the PI 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.

Specialist Review

Next Steps

- View Submission
- Printer Version
- View Differences

- Assign Primary Contact
- Manage Guest List

SAFETY0000083

Safety Demo - June 2018

<p>Principal Investigator: ra19 ra19</p> <p>Specialist: Jamie Sue Willard</p> <p>Primary Contact:</p> <p>Admin office: Safety</p>	<p>Submission Type: Initial Submission</p> <p>Safety Review Type: Biosafety</p> <p>Letter:</p> <p>Last day of continuing review period:</p> <p>Approval Date:</p>
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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
    E --> D
    
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Note: post submission to the Safety Office, the PI is unable to edit the submission.

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.).

History
Documents
Reviews
Contacts
Snapshots
Follow-on Submissions
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