CLICK SAFETY DENOVO REVIEW

Instructions to complete the De Novo Review before the last day of the three year approved period.

- Log in to CLICK through the EHS website: https://orrs.msu.edu/click/index.html
 - Click on the **SAFETY** tab on the top to the right.
 - o Click on **SUBMISSIONS** in the next line down, on the left.
 - o 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.

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On the workspace that opens, select the Create De Novo Submission button.



Select Yes by clicking on the radio button, then OK

Create De Novo Submission

This activity copies your submission for de novo review. The principal investigator (PI) remains the same for the new submission, and it appears in the PI's inbox with the same title but with a newly assigned ID.



1 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.



CLICK Hello, Thomas G Cooper -Safety Dashboard Facilities IACUC IRB Submissions Meetings Inspections Reports Training Help Center Safety > Colvin_testing 10.5 8/14 #3 () Help SAFETY0000999 Approved Colvin_testing 10.5 8/14 #3 Next Steps Principal Investigator: Thomas G Cooper Specialist: Christopher James Colvin Submission Type: Initial Protocol Safety Review Type: Approval Date: Biosafety Primary Contact: Admin office: 9/13/2023 Safety Last day of continuing review period: 9/12/2024 PI proxies: Printer Version There are no items to display Last day of de novo review period: 9/12/2026 Create Amendment/CR Correspondence_for_SAFETY0000999.pdf(0.01) ···· Letter: Create Safety Incident Specialist Review Pre-Submission ommittee Review Post-Review Request Closure 🚑 Assign PI Proxy Clarification Requested Clarification Requested Modifications Required Assign Primary Contact Manage Guest List O Add Comment History Reviews Contacts Snapshots Training Follow-on Subm Change Log Copy Submission Manage Related IACUC Protocols Filter by 🕜 Activity Enter text to search Add Filter 🗶 Clear Al 0 Manage Related IRB Studies Autho Activity Date + Create De Novo Submission + De Novo Submission Created Cooper, Thomas G 9/13/2023 2:32 PM De novo submission creation in progress...Refresh the page and repeat until creation comple

Refresh the page until the De Novo Submission creation is shown.

Activity

De Novo Submission Created

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Once the De Novo Submission is Created, open the new submission by clicking on the Safety000####

After opening the new De Novo Submission, click the **Edit Submission** button. Once open, review the entire document and update throughout as needed.

Author

Cooper, Thomas G

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After making edits, return to the main workspace page and **SUBMIT** the document, you will need to agree to the PI attestation statement on the pop-up screen to move forward. The flow chart will move from the **Pre-Submission** state to the **Specialist Review** state when completed.

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