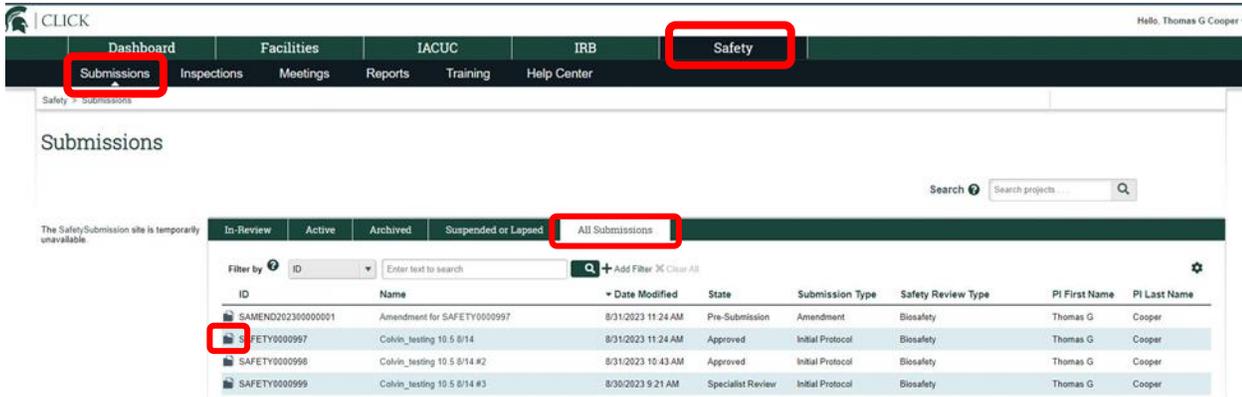


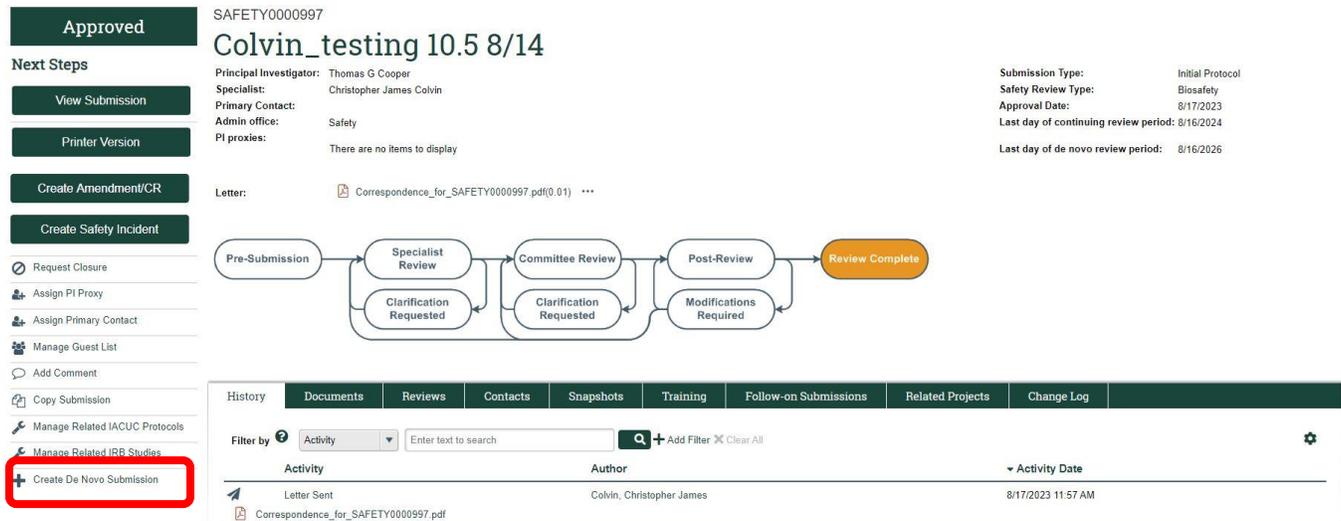
CLICK SAFETY DENOVO REVIEW

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.
 - Click on **SUBMISSIONS** in the next line down, on the left.
 - 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.



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. * Are you ready to create this de novo submission?

Yes No [Clear](#)

i 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.

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

The screenshot displays the 'CLICK' web application interface. At the top, there is a navigation bar with tabs for Dashboard, Facilities, IACUC, IRB, and Safety. The 'Safety' tab is selected. Below the navigation bar, the user is logged in as 'Hello, Thomas G Cooper'. The main content area shows the details for a submission titled 'Colvin_testing 10.5 8/14 #3' with ID 'SAFETY0000999'. The submission is in an 'Approved' state. A 'Next Steps' sidebar on the left includes options like 'View Submission', 'Printer Version', and 'Create Amendment/CR'. A flowchart illustrates the review process: Pre-Submission -> Specialist Review -> Committee Review -> Post-Review -> Review Complete. The 'History' tab is active, showing a table of activities. A red box highlights the entry 'De Novo Submission Created' with the message 'De novo submission creation in progress... Refresh the page and repeat until creation completes.'

Activity	Author	Activity Date
+ De Novo Submission Created De novo submission creation in progress... Refresh the page and repeat until creation completes.	Cooper, Thomas G	9/13/2023 2:32 PM

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

The screenshot shows the CLICK interface for a De Novo Submission. The submission is titled "Colvin_testing 10.5 8/14 #3" and is in an "Approved" state. The submission ID is SAFETY0000999. The Principal Investigator is Thomas G Cooper, and the Specialist is Christopher James Colvin. The submission type is "Initial Protocol". The approval date is 9/13/2023, and the last day of continuing review is 9/12/2024. The last day of de novo review is 9/12/2026. A flowchart shows the review process: Pre-Submission, Specialist Review, Committee Review, Post-Review, and Review Complete. A notification indicates there is an outstanding de novo review for the protocol. The history table shows the submission was created on 9/13/2023 at 2:32 PM by Cooper, Thomas G.

Activity	Author	Activity Date
De Novo Submission Created	Cooper, Thomas G	9/13/2023 2:32 PM
De novo submission: SAFETY0001011 Colvin_testing 10.5 8/14 #3		

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

The screenshot shows the CLICK interface for a De Novo Submission in a "Pre-Submission" state. The submission is titled "Colvin_testing 10.5 8/14 #3" and is in a "Pre-Submission" state. The submission ID is SAFETY0001011. The Principal Investigator is Thomas G Cooper, and the Specialist is Christopher James Colvin. The submission type is "De Novo Review". The approval date is 9/13/2023, and the last day of continuing review is 9/12/2024. The last day of de novo review is 9/12/2026. A flowchart shows the review process: Pre-Submission, Specialist Review, Committee Review, Post-Review, and Review Complete. The "Edit Submission" button is highlighted with a red box. The history table shows the protocol was created on 9/13/2023 at 2:33 PM by Cooper, Thomas G.

Activity	Author	Activity Date
Protocol Created	Cooper, Thomas G	9/13/2023 2:33 PM
Created from SAFETY0000999 Colvin_testing 10.5 8/14 #3		

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.

CLICK Hello, Thomas G Cooper ▾

Dashboard | Facilities | IACUC | IRB | Safety

Submissions | Inspections | Meetings | Reports | Training | Help Center

Safety > Colvin_testing 10.5 8/14 #3 Help

Pre-Submission

Next Steps

- Edit Submission
- Printer Version
- Submit**
- Assign PI Proxy
- Assign Primary Contact
- Manage Guest List
- Manage Ancillary Reviews
- Add Comment
- Discard
- msuKIntegration

SAFETY0001011

Colvin_testing 10.5 8/14 #3

Principal Investigator: Thomas G Cooper

Specialist:
 Primary Contact:
 Admin office: Safety
 PI proxies: There are no items to display

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

Letter:

History

Documents	Reviews	Contacts	Training	Related Projects	Change Log
Filter by Activity <input type="text"/> Enter text to search <input type="button" value="Q"/> + Add Filter X Clear All <input type="button" value="G"/>					
Activity	Author	Activity Date			
Protocol Created	Cooper, Thomas G	9/13/2023 2:33 PM			
Created from SAFETY0000999 Colvin_testing 10.5 8/14 #3					

CLICK Hello, Thomas G Cooper ▾

Dashboard | Facilities | IACUC | IRB | Safety

Submissions | Inspections | Meetings | Reports | Training | Help Center

Safety > Colvin_testing 10.5 8/14 #3 Help

Specialist Review

Next Steps

- View Submission
- Printer Version
- Assign PI Proxy
- Assign Primary Contact
- Manage Guest List
- Add Comment
- Withdraw
- Discard

SAFETY0001011

Colvin_testing 10.5 8/14 #3

Principal Investigator: Thomas G Cooper

Specialist:
 Primary Contact:
 Admin office: Safety
 PI proxies: There are no items to display

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

Letter:

History

Documents	Reviews	Contacts	Training	Related Projects	Change Log
Filter by Activity <input type="text"/> Enter text to search <input type="button" value="Q"/> + Add Filter X Clear All <input type="button" value="G"/>					
Activity	Author	Activity Date			
Submitted	Cooper, Thomas G	9/13/2023 3:19 PM			
Protocol Created	Cooper, Thomas G	9/13/2023 2:33 PM			
Created from SAFETY0000999 Colvin_testing 10.5 8/14 #3					