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](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**

1. *Are you ready to create this de novo submission?*
   - Yes
   - No

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.
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.
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 PreSubmission state to the Specialist Review state when completed.