

Submission Closure

This Quick Guide provides instructions for closing a submission (application).

Principal Investigator:

Select the **Safety** tab.



Navigation tabs: My Inbox, Facilities, IACUC, IRB, **Safety**, Submissions, Incidents, Inspections, Meetings, Reports, Help Center

Submissions

Select the **Active** tab to access your approved Safety submission.

Submission status tabs: In-Review, **Active**, Archived, Suspended or Lapsed, All Submissions

Filter: ID [dropdown] Enter text to search for [input] Go [button] + Add Filter [button] x Clear All [button]

ID	Name	Date Modified	State	Submission Type	Safety Review Type
SAFETY0000037	Safety Submission	6/15/2018 10:20 AM	Approved	Initial Submission	Radiation Safety

00Open the submission that you would like to close.

In-Review	Active	Archived	Suspended or Lapsed	All Submissions	
Filter [?] ID <input type="text"/> Enter text to search for <input type="button" value="Go"/> + Add Filter ✕ Clear All					
ID	Name	Date Modified	State	Submission Type	Safety Review Type
SAFETY0000037	Safety Submission	6/15/2018 10:20 AM	Approved	Initial Submission	Radiation Safety

From the submission workspace, select **Request Closure**.

Approved

Next Steps

- View Submission
- Printer Version
- View Differences
- Create Amendment
- Create Continuing Review
- Create Safety Incident
- Request Closure

On the Request Closure SmartForm page, indicate your intention to close the submission:

- Question #1: select **Yes** and provide a reason for closing the submission
- Question #2: Optionally, you can provide comments
- Question #3: upload supporting documents
- Question #4: select **OK**.

Request Closure

You are formally requesting closure of this protocol.

1. * I agree to close this protocol and discard the follow-on submissions:

Yes No [Clear](#)

2. * Reason for requesting closure:

Text area for providing the reason for requesting closure.

3. Comments:

Text area for providing comments.

4. Supporting documents:

+ Add

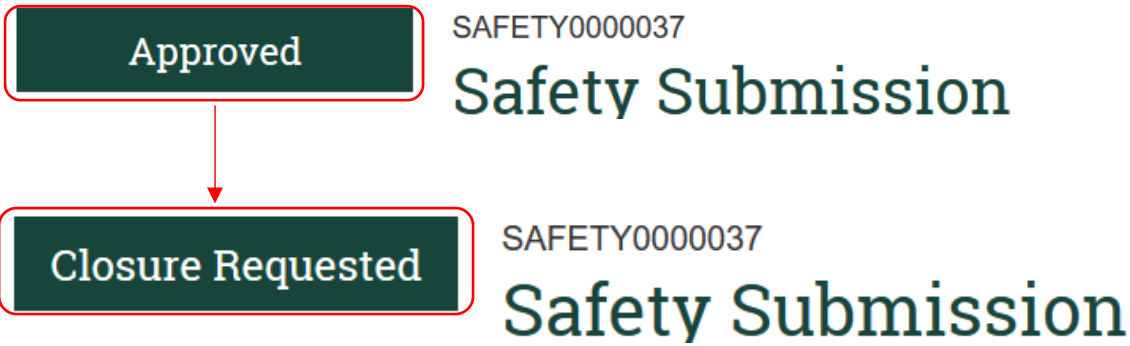
Document Name	Date Modified
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There are no items to display

OK

Cancel

Note: The submission transitions from an 'Approved' state to a 'Closure Requested' state.



Safety Specialist:

Select **My Inbox**, open the submission.

The screenshot shows the Click™ Safety interface. At the top left is the Michigan State University logo and the text 'CLICK'. Below this is a dark green navigation bar with several menu items: a right-pointing chevron, 'My Inbox' (highlighted with a red box), 'Facilities', 'IACUC', 'IRB', and 'Safety'. Below the navigation bar is a submission list. The first row shows the submission ID 'SAFETY0000037', the title 'Safety Submission', two timestamps '6/15/2018 8:51 AM' and '6/15/2018 11:28 AM', and a status 'Closure Requested' (highlighted with a red box). To the right of the status are the user initials 'ra08 ra08' and 'ra16'.

The system then displays the submission workspace history tab. Select **Closure Requested**.

The screenshot shows the submission workspace history tab. At the top is a tabbed interface with 'History' selected and other tabs for 'Documents', 'Reviews', 'Contacts', 'Snapshots', and 'Follow-on Submissions'. Below the tabs is a filter section with a 'Filter' dropdown set to 'Activity', a search input field with the placeholder 'Enter text to search for', a 'Go' button, and links for '+ Add Filter' and 'x Clear All'. Below the filter is a table with the following data:

Activity	Author	Activity Date
Closure Requested	ra16, ra16	6/15/2018 11:28 AM

Next, select **Close Submission**.

Closure Requested

Next Steps

View Submission

Printer Version

View Differences

Create Safety Incident

Request Clarification by Specialist

Close Submission

Add Comment

Add Private Comment

Indicate your intention to close the submission, select **Yes**. Optionally, add comment(s) and upload supporting documents. Select **OK**.

Close Submission

You are permanently closing this protocol.

1. * I agree to close this protocol and discard the follow-on submissions:
 Yes No [Clear](#)

2. Comments:

3. Supporting documents:

Document Name	Date Modified
There are no items to display	

The submission transitions from a Closure Requested state to a Closed state.

Closed

SAFETY0000037

Safety Submission

Next Steps

View Submission

Printer Version

View Differences

Create Safety Incident

Add Comment

Add Private Comment

Principal Investigator: ra16 ra16 Submission Type: Initial Submission
Specialist: ra08 ra08 Safety Review Type: Radiation Safety
Primary Contact: Letter: Correspondence_for_SAFETY0000037.pdf(0.01)
Admin office: Safety Last day of continuing review period: 6/14/2019
Approval Date: 6/15/2018



History

Documents

Reviews

Contacts

Snapshots

Follow-on Submissions

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