CLICK CREATE SAFETY SUBMISSION

Instructions to Create a new Safety Submission for Biosafety.

DASHBOARD

- 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 CREATE MENU on the top left on the Dashboard page.
  - Click on SAFETY in the next line down.
  - Click on CREATE SAFETY SUBMISSIONS in the next group of tabs.

BASIC INFORMATION PAGE

- After creating the new Safety Submission, begin to fill out the smart form BASIC INFORMATION page.
  - **Question 1**: Enter a title that describes the work, can be the same as a grant title.
  - **Question 2**: This will be a shortened version of the title to refer to and what is displayed in the dashboard.
  - **Question 3**: Summarize the project or projects describing in detail what you will work with and in what way. Include the rationale and primary objectives of the project.
  - **Question 4**: Select the Biosafety radio button.
  - **Question 5**: add the Principal Investigator that will be responsible for the work.
  - Select CONTINUE at the bottom right to move to the next page.
TEAM MEMBERS PAGE

- This page defines the submission team members.
  - **Question 1**: select **ADD** to add a team member.
  - A slide-in window will appear, begin typing or use the search to select the team member, optionally assign their research role, and click **OK**.
  - **Note - Person Search**: If you are having difficulty searching for and finding a team member, it may be necessary for that individual to first log into Click to populate their profile in Click. [Please contact EHS (517-355-0153) or the Click Help Desk (clickhelpdesk@msu.edu / 517-355-2000) for further assistance.]
  - Select the continue button or select a page from the navigation panel on the left side of the page.

Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Job Title</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher James Cokih</td>
<td>Industrial</td>
<td><a href="mailto:colchin@msu.edu">colchin@msu.edu</a></td>
<td>+15173531281</td>
<td></td>
</tr>
</tbody>
</table>

BIOSAFETY SUMMARY PAGE

- **Question 1**: item selection displays additional SmartForm pages. Example: selecting Tissues, Blood, or Body Fluids displays the Tissues, Blood, or Body Fluids and Biohazards SmartForm pages.
- **Question 2**: Describe the project's technical details, this should include biological and recombinant materials that will be used and described throughout the document.
- Select the continue button or select a page from the navigation panel on the left side of the page.
**SUPPORTING DOCUMENTS PAGE**

- Once you have finished adding all your information return to the main workspace page by **SAVING** and **EXITING** or selecting the **RETURN TO WORKSPACE** button from the Supporting Documents page.

**SUBMISSION MAIN WORKSPACE PAGE**

- After you have filled out the entire document then use the **SUBMIT** action on the left-hand side of the main workspace page.
  - After submission the flow chart will move from **Pre-submission** to **Specialist Review**, if this does not happen there is an error in the document or the submitting process.