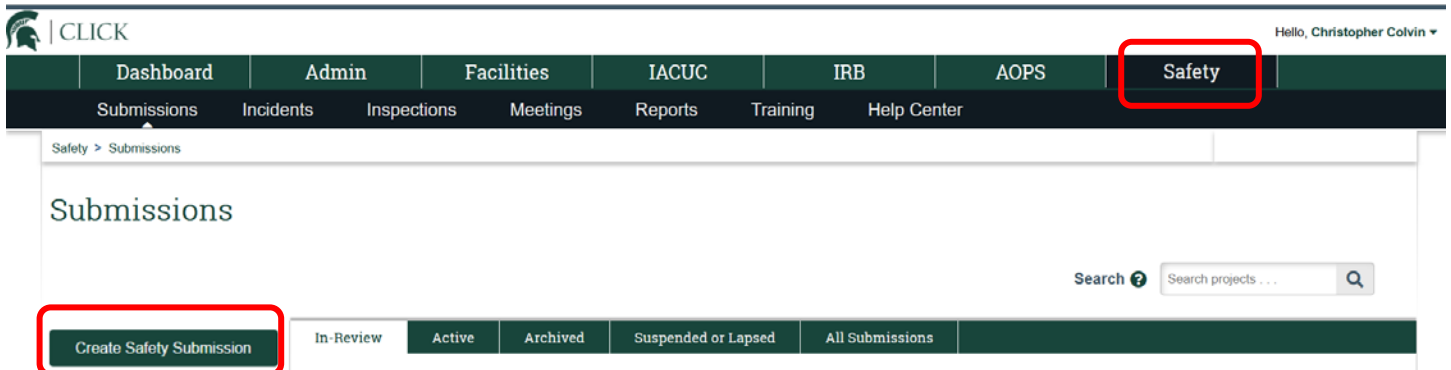




Safety – Submission Creation

This Quick Guide provides instructions for creating a new Safety (Biosafety, Radiation Safety, Stem Cell Research) submission.

Log into Click with your username and password; select Create Safety Submission.



You will be presented with a variety of SmartForm pages (page display based upon the selected area of research). Provide a response to each required question within each page of the form; click the Continue button when you are ready to proceed to the next page.

4. * Select appropriate safety review: ?

- ☐ Biosafety
- ☐ Stem Cell Research Oversight
- ☐ Radiation Safety
- [Clear](#)





Safety – Submission Creation

To navigate between the multiple pages, the ***File Menu*** can be used when working within a submission. This menu will adapt (or change) based upon the research area selected (Basic Information SmartForm page, Question #4) and the responses provided to the various questions.

Example – Biosafety selected:

▼ Basic Information & Funding

Basic Information

**Protocol Team
Members**

Funding Sources

▼ Biosafety Summary

Biosafety Summary

▼ Risk Management

Risk Group and
Containment Practices



Safety – Submission Creation

Basic Information:

The purpose of this page is to collect basic information about the submission. **Note:** A response is required for all data fields (questions) marked with an asterisk (*).

Provide a response to each of the displayed questions. Only one (1) selection can be made.

- Questions 1-3: require text to be entered.
- Question 4: requires item selection (radio button).

4. * Select appropriate safety review: ?

- ☐ Biosafety
- ☐ Stem Cell Research Oversight
- ☐ Radiation Safety

[Clear](#)

- Question 5: search for and select the Principal Investigator.

5. * Principal investigator: ?



Safety – Submission Creation

Team Members:

The purpose of this page is to define the submission team members.

- Question 1: click the **Add** button to add a team member.

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

Name	Roles	Job Title	E-Mail	Phone
There are no items to display				

A slide-in window will appear; select the team member, optionally assign their research role, and click **OK**.

Add Study Team Member

1. * Select the protocol team member:



2. Role in research: (check all that apply)

- ☐ Co-Investigator
- ☐ Biosafety User
- ☐ Radiation User
- ☐ Research Assistant
- ☐ Lab Safety Representative

3. Job Title:

* Required

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Note: the system will automatically pre-populate the Primary Job Title of the selected team member.



Safety – Submission Creation

Team Members:

- Question 2: If External (e.g., non-MSU researchers) team members, click the **Add** button. Attach files for each External team member.

2. External team member information: ?

+ Add

Document

Date Modified

There are no items to display

- Question 3: The system will display the training information for each team member added, including the Principal Investigator.

3. Training

First Name	Last Name	Training	Date Completed
Christopher	Colvin	Autoclave Safety	1/21/2022
		Biological Substance Shipping	3/9/2022
		Biosafety Refresher	8/28/2023
		Bloodborne Pathogen Refresher	6/28/2023
		Chemical Hygiene Laboratory Safety and Hazardous Waste Initial	8/7/2017
		Hazardous Waste Refresher	8/28/2023
		PI Responsibilities Under NIH Guidelines	7/28/2017
		Radiation Safety Refresher	1/17/2023
Jamie	Willard	Autoclave Safety	12/23/2021
		Biological Substance Shipping	11/3/2023
		Biosafety Refresher	12/24/2022
		Bloodborne Pathogen Refresher	12/24/2022
		Chemical Hygiene Laboratory Safety and Hazardous Waste Initial	1/26/1999
		Hazardous Waste Refresher	12/24/2022
		Radiation Safety Refresher	12/24/2022



Safety – Submission Creation

Funding Sources:

Funding source(s) are identified on this page.

- Question 1: select a funding source, click the ***Find Now*** button

1. Identify each organization supplying funding for the submission (select Find Now button, then enter the PI last name, IP Number, or Award Number, then select the Search KC for Proposals/Awards button; one funding source is selected with each search):

Find Now



PI First Name	PI Last Name	Institutional Proposal Number	Award Number	Prime Sponsor Name	Sponsor Name	Project Title	Project Start Date	Co Investigator
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There are no items to display

A pop-up window will appear; use the dropdown menu to search for and select the funding source based upon: Institutional Proposal Number, Award Number, or Last Name (PI last name or Co-Investigator last name). Click the Search KC for Proposals/Awards button.

msuKcIntegration

Find Funding Source from KC

Last Name	
<div>Search KC for Proposals/Awards </div>	

OK

Cancel

Select the funding source (radio button selection) and Click ***OK***. If more than one funding source applies, repeat the search and selection process.



Safety – Submission Creation

Funding Sources:

- Question 2: identify internal funding source(s); select the *Add* button.

2. Identify the internal funding source details:

Description

There are no items to display

+ Add



2. Identify the internal funding source details:

Description



+ Add

- Question 3: select either the *Yes* or *No* radio button.

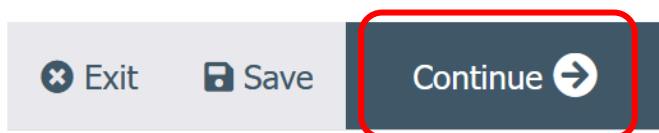
3. * Will this submission result in patentable work, or potentially generate commercial revenue?

☐ Yes ☐ No [Clear](#)



Safety – Submission Creation

- Select **Continue** to navigate to the next SmartForm page.



The next SmartForm page displayed is dependent upon a previous selection made (Question 4 - Basic Information SmartForm page).

4. * Select appropriate safety review: ?

- ☐ Biosafety
 - ☐ Stem Cell Research Oversight
 - ☐ Radiation Safety
- [Clear](#)



For Example:

- Selecting Biosafety will display the Biosafety Summary SmartForm page.
- Selecting Stem Cell Research Oversight will display the Stem Cell Summary SmartForm page.
- Selecting Radiation Safety will display the Radiation Safety Summary SmartForm page.

Selections made on each of these respective SmartForm pages will determine the display of other SmartForm pages.



Safety – Submission Creation

Biosafety:

Biosafety Summary

1. * Select any items involved in the submission: ?

- ☐ Tissues, Blood, or Body Fluids
- ☐ Primary Cells or Cell Lines
- ☐ Bacteria, Yeasts, Fungi, or Parasites
- ☐ Viruses or Prions
- ☐ Toxins, Agricultural Pathogens or Select Agents
- ☐ Recombinant or Synthetic Nucleic Acids
- ☐ Human Research Participants (Gene Therapy Studies Only)
- ☐ Animals/Invertebrates (not covered on an IACUC protocol)
- ☐ Genetically Modified Animals and Invertebrates (including creating, testing, or using)
- ☐ Genetically Modified Plants and Plant Pathogens

If other, describe items:

2. * Describe your project's technical details ensuring this summary is consistent with information in other sections of the submission. Please include research details for items selected above in question 1 and define all abbreviations and acronyms. ?

Additional SmartForm pages are displayed based upon the selections made in Question 1.

Example:

Biosafety Summary

▼ Agents, Toxins, & Microorganisms

☒ Tissues, Blood, or Body Fluids

Biohazards

▼ Risk Management

Risk Group and Containment Practices

Exposure Assessment and Protective Equipment

Biosafety Summary

1. * Select any items involved in the submission: ?

- ☒ Tissues, Blood, or Body Fluids
- ☐ Primary Cells or Cell Lines
- ☐ Bacteria, Yeasts, Fungi, or Parasites
- ☐ Viruses or Prions
- ☐ Toxins, Agricultural Pathogens or Select Agents
- ☐ Recombinant or Synthetic Nucleic Acids
- ☐ Human Research Participants (Gene Therapy Studies Only)
- ☐ Animals/Invertebrates (not covered on an IACUC protocol)
- ☐ Genetically Modified Animals and Invertebrates (including creating, testing, or using)
- ☐ Genetically Modified Plants and Plant Pathogens



Safety – Submission Creation

Stem Cell Research Oversight:

Stem Cell Summary

1. * Select all human materials involved in the protocol: (select all that apply)

- ☐ Embryonic stem cells
- ☐ Introduction of embryonic or other human pluripotent stem cell lines into non-human animals
- ☐ Derivation or creation of new embryonic or other human pluripotent stem cell lines
- ☐ Oocytes
- ☐ Human embryos
- ☐ Introduction of stem cell lines into humans
- ☐ Other

2. If other, specify:

3. * List the origin of each stem cell line and NIH code:

Additional SmartForm pages are displayed based upon the selections made in Question 1.

Example:

▼ Basic Information & Funding

Basic Information

Protocol Team Members

Funding Sources

▼ Stem Cell Safety

Stem Cell Summary

Embryonic Cell Lines

▼ Custom Pages

Stem Cell Summary

1. * Select all human materials involved in the protocol: (select all that apply)

- ☒ Embryonic stem cells
- ☐ Introduction of embryonic or other human pluripotent stem cell lines into non-human animals
- ☐ Derivation or creation of new embryonic or other human pluripotent stem cell lines
- ☐ Oocytes
- ☐ Human embryos
- ☐ Introduction of stem cell lines into humans
- ☐ Other



Safety – Submission Creation

Radiation Safety:

Radiation Safety Summary

1. * How will this protocol employ radioactivity? (select all that apply) ?

Use Type	Objective
<input type="checkbox"/> Radioactive materials	Submission requires possession and use of radioactive materials
<input type="checkbox"/> Radiation equipment	Submission requires use of radiation-producing machines

Selection of one or both items is required; additional SmartForm pages are displayed based upon the selection(s) made in Question 1.

Example:

Protocol Team Members

Funding Sources

▼ Radiation Safety

Radiation Safety Summary

Radioactive Materials

Radiation Producing Machinery

Radiation Safety Summary

1. * How will this protocol employ radioactivity? (select all that apply) ?

Use Type	Objective
<input checked="" type="checkbox"/> Radioactive materials	Submission requires possession and use of radioactive materials
<input checked="" type="checkbox"/> Radiation equipment	Submission requires use of radiation-producing machines