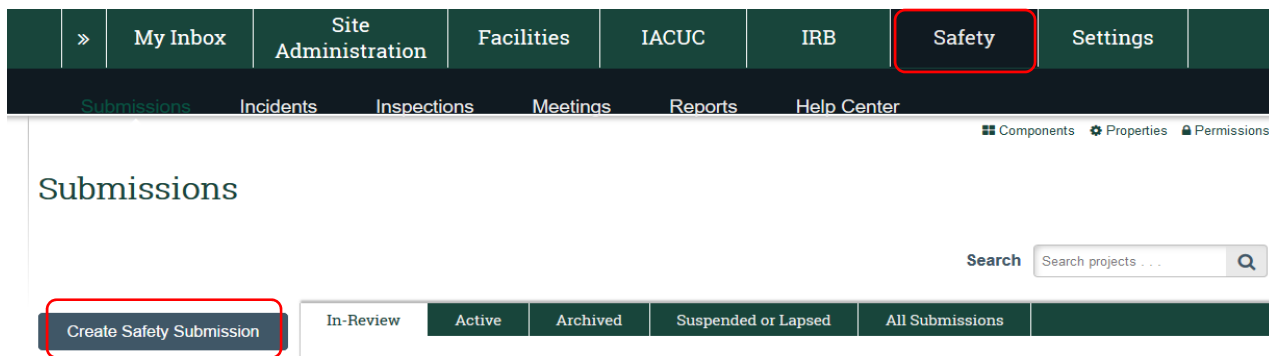


Submission Creation

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**.



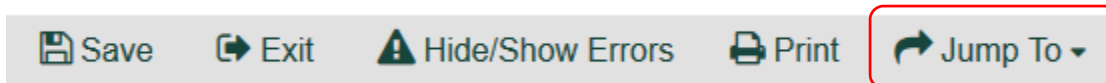
The screenshot shows the Click Safety web application interface. At the top, there is a navigation menu with several tabs: My Inbox, Site Administration, Facilities, IACUC, IRB, Safety (highlighted with a red box), and Settings. Below this menu, there is a secondary navigation bar with links for Submissions, Incidents, Inspections, Meetings, Reports, and Help Center. On the right side of this bar, there are icons for Components, Properties, and Permissions. The main content area is titled 'Submissions' and contains a search bar labeled 'Search' with the placeholder text 'Search projects ...'. Below the search bar, there is a horizontal menu with several options: 'Create Safety Submission' (highlighted with a red box), 'In-Review', 'Active', 'Archived', 'Suspended or Lapsed', and 'All Submissions'.

You will be presented with 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.

*** Select appropriate safety review: ?**

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

To navigate between the multiple pages, the **Jump To** drop down menu can be used when working within a submission. This menu will adapt (or change) based upon the research area selected and the responses provided to the various questions.



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
- Chemical Safety
- Radiation Safety
- [Clear](#)

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

5. * Principal investigator:

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.

Team Members

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

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

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

Add Study Team Member

1. * Select the submission 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 →

OK

OK and Add Another

Cancel

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

- 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 Name	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.

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

 + Add

Name	Roles	Job Title	E-Mail	Phone
 Update Christopher James Colvin	Radiation User	Industrial Hygienist I	colvinch@msu.edu	+15173531281 
 Update Curtis Hicks Jr	Radiation User	Health Physicist II	hicksjrc@msu.edu	

3. Training

First Name	Last Name	Training	Date Completed
Christopher James	Colvin	Biological Substance Shipping	4/19/2018
		Biosafety Refresher	1/5/2018
		Bloodborne Pathogen Refresher	11/17/2017
		PI Responsibilities Under NIH Guidelines	7/28/2017
		Radiation Safety Refresher	3/19/2018
Curtis	Hicks Jr	Biosafety Principles	12/21/2017
		Bloodborne Pathogen Initial	12/21/2017
		Radiation Safety Initial	12/7/2017
		Radiation Sealed Source Initial	12/21/2017

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 protocol

Related Funding Sources:

PI First Name	PI Last Name	Institutional Proposal Number	Award Number	Prime Sponsor Name	Sponsor Name	Project Title	Project Start Date	Co Investigator
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.

Find Funding Source from KC

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

- Question 2: select either the Yes or No radio button.

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

Yes No

- 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
- Chemical Safety
- Radiation Safety
- [Clear](#)

For example, selecting:

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

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
- Select Agents or Toxins
- Recombinant or Synthetic Nucleic Acids
- Human Research Participants
- Animals
- Genetically Modified Animals, Arthropods, and Plants (including creating, testing, or using)
- Plant Pathogens
- Other

2. If other, describe items:

Stem Cell Research Oversight

Stem Cell Summary

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

- Embryonic stem cells – including somatic cell nuclear transfer (SCNT)
- 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 (through SCNT or work on donated blastocysts or created embryos)
- 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:

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