

Click® Safety Researcher's Quick Reference

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Click® Safety Researcher's Quick Reference

Create and Submit a Safety Protocol

When you create a Safety protocol, you will complete a series of pages. The number of pages depends on the type of review required (biosafety, chemical safety, etc.)

My Inbox

Create Safety Submission

Create Safety Incident

Help Center

Submissions

Filter ? ID

ID	Name

Save Print Continue >

1. _____

2. _____

Save Print Finish

1. _____

2. _____

Next Steps

Submit

* I agree with the above statement:

1. Comments:

2. Supporting documents:

+ Add

Document Name	Date Modified
There are no items to display	

OK Cancel

Create a Protocol

1. From My Inbox, click **Create Safety Submission**.
2. Complete the pages. To move to the next page, click **Continue**.
3. On the last page, click **Finish**.

You can continue to edit the protocol until you submit it for review.

Submit a Protocol for Review

4. From the submission workspace, click **Submit**.
5. Read the statement and click the check box at the bottom in agreement.
6. Click **OK** to submit the protocol for review.

Respond to Reviewer Requests

If a reviewer has questions or requires you to change your submission, you will receive an e-mail indicating this. Review the request details and then respond to the request.

Review the Request Details

1. Click the e-mail link to open the submission.

If you no longer have the e-mail, see [Open a Submission](#) and then [View Submission History](#) to see reviewer comments.
2. On the History tab, find the "Clarification Requested..." activity and read the comments.
3. If the reviewer added reviewer notes, click the **Reviewer Notes** tab and go to [Respond to Reviewer Notes](#). If not, go to [Submit Response](#).

Respond to Reviewer Notes

For each reviewer note:

4. To edit the protocol in response to the reviewer note, click the **Jump To** link.
5. From the protocol page or the Reviewer Notes tab, click the **Click here to respond** link.
6. Select a response from the list and explain your response in the box.
7. Click **OK**. If on a protocol page, exit the protocol when done.

Submit Response

8. On the protocol workspace, click **Submit Response**.
9. In the Comments box, explain your response to the reviewer.
10. Click **OK**.

You can log off the system (top right).

Notification of Requested Clarifications

To: _____
 Link: [Safety Protocol](#) 1
 PI: _____

History

Filter ? Activity

Activity

Clarification Requested by Specialist 2

Reviewer Notes

Filter ? Type

Type

Specialist Change Request 4
 Jump To: Biosafety Summary
 Please provide more information about biosafety.
 Click here to respond... 5

Change Request Completed 6
 Change Request Not Completed
 Reviewer Information Only

OK Cancel 7

Next Steps

Submit Response 8

Submit Response

1. Comments:

2. Supporting documents:

+ Add

Document Name	Date Modified
There are no items to display	

OK Cancel 10

Create and Submit a Follow-On Submission

If you need to make changes to an approved Safety protocol or submit a continuing review, follow these steps.

The screenshot illustrates the workflow for creating and submitting a follow-on submission. It starts in the 'My Inbox' where a submission is selected. The user then navigates to the 'Approved' section and clicks 'Create Amendment'. This leads to a 'Pre-Submission' form where details are entered. A modal dialog for agreement and comments is shown, followed by clicking the 'Submit' button. The final step is clicking 'Finish' in the navigation bar.

Create a Follow-On Submission

1. From My Inbox, click **Submissions** on the left.
2. On the **Active** tab, select the name of the approved protocol.
3. On the left, click the “**Create...**” button.
4. Complete the pages. Click **Continue** to move to the next page.
5. When done, click **Exit** and save changes or **Finish** on the final page.

You are taken to the submission’s workspace page. You can continue to edit the submission (“**Edit...**” button) until you submit it for review.

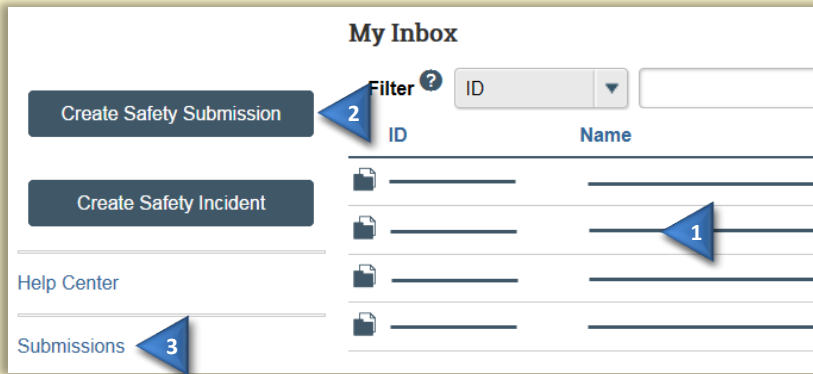
Submit Follow-On Submission for Review

6. From the follow-on submission’s workspace, click **Submit**.
7. Read the statement and click the check box at the bottom in agreement.
8. Click **OK** to submit the protocol for review.

You can log off the system (top right).

Navigation and Basic Tasks

When you first log in, you will be on the My Inbox page. This topic lists where to find Safety protocols and the basic tasks you will perform.



Where do I find?

From My Inbox, you can find:

1. **Submissions** that require you to take action.
2. **Actions** you can perform, such as create a Safety submission.
3. **Shortcuts** to other items, such as your submissions.

What do I do?

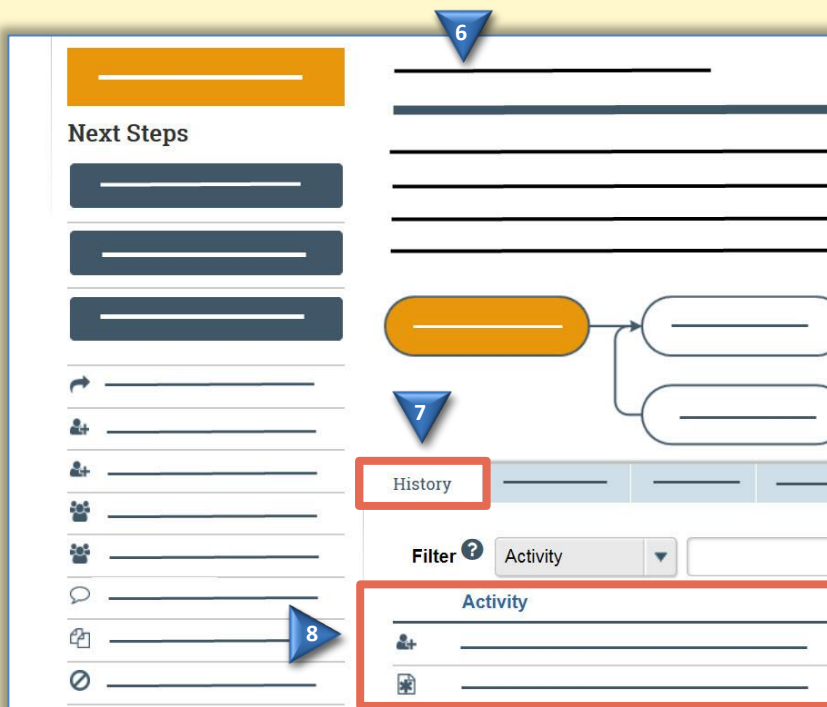
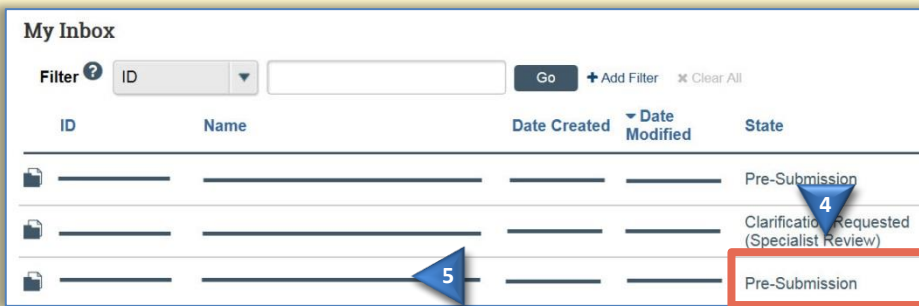
4. Review the state of submissions in My Inbox. The state gives a clue as to what to do next. For example, "Pre-Submission" means you haven't submitted the Safety protocol. You can finish and submit it for review.

Open a Submission

5. From My Inbox, click the submission name.
6. The submission workspace opens.

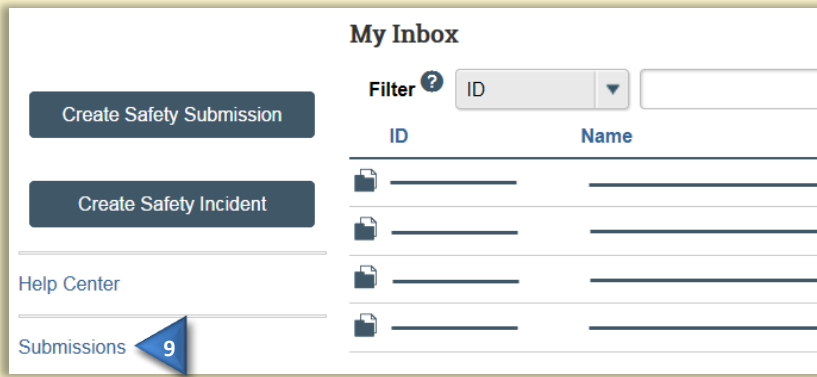
View Submission History

7. From the submission workspace, click the **History** tab.
8. The history lists the activity taken on a submission, including any comments, attachments, or correspondence added.

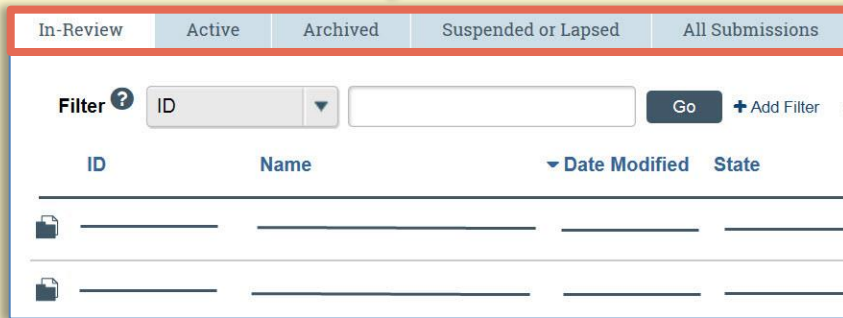


Find Previous Submissions

9. On the left of My Inbox, click **Submissions**.
10. Click the appropriate tab to see all of your submissions:
 - **In-Review:** All submissions undergoing Safety committee review
 - **Active:** All approved submissions
 - **Archived:** All discarded and closed submissions
 - **Suspended or Lapsed:** All submissions that have been suspended or whose continuing review due date has passed
 - **All Submissions:** All submissions, in any state



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