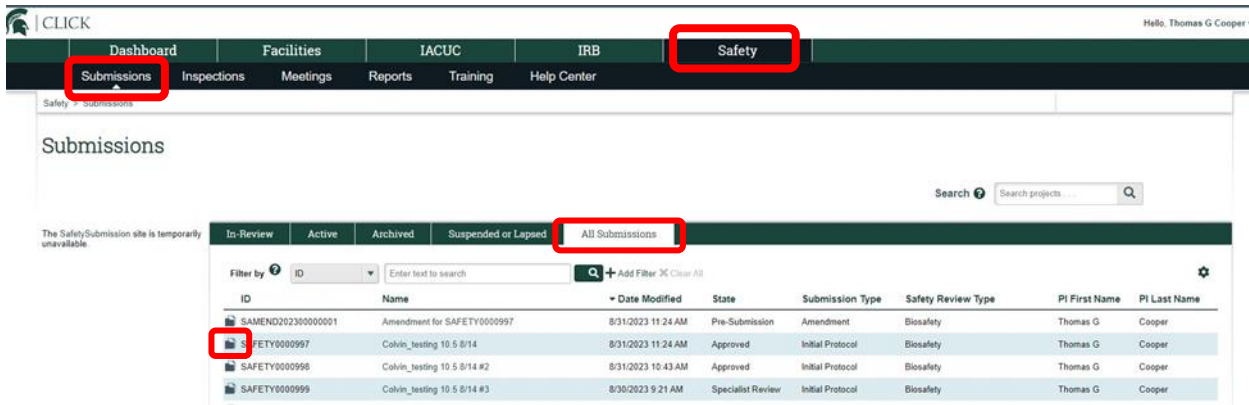


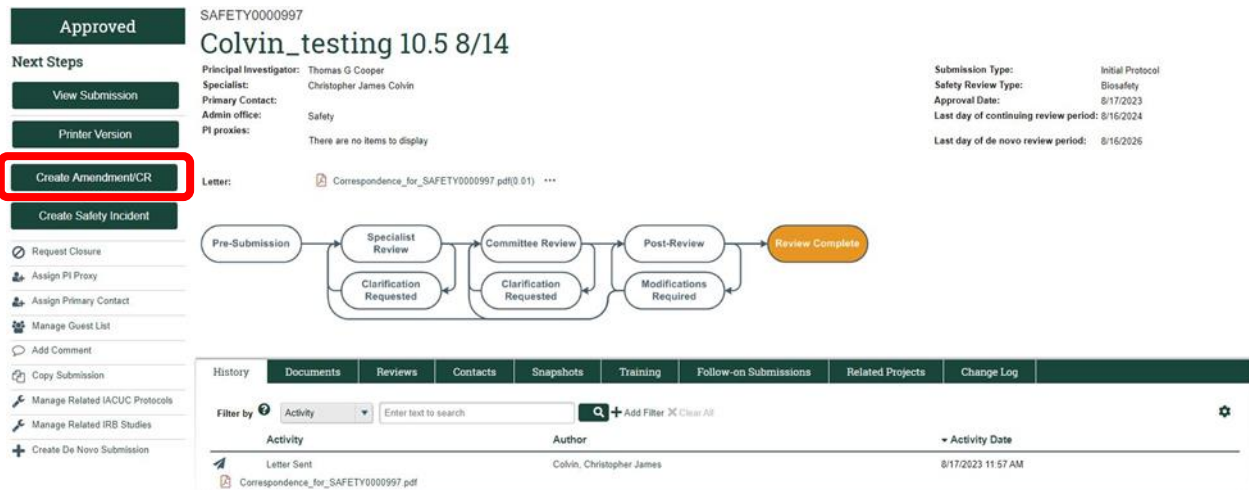
CLICK SAFETY CONTINUING REVIEW

Instructions to complete the annual Continuing Review before the submission lapses.

- Log in to CLICK through the EHS website: <https://orrs.msu.edu/click/index.html>
 - Click on the **SAFETY** tab on the top to the right.
 - Click on **SUBMISSIONS** in the next line down, on the left.
 - Click on **ALL SUBMISSIONS** in the next group of tabs down and on the right.
 - Click on the folder icon to the left of the submission due for Continuing Review, in this example it is the second one down in the list of submissions.
- Note: When Amendment is under review, a Continuing Review cannot be created. The amendment needs to be completed first and then a Continuing Review can be created. Reach out to the CLICK Help Desk with any issues. clickhelpdesk@msu.edu



On the workspace that opens, select the **CREATE AMENDMENT/CR** button.



Select the TYPE OF SUBMISSION by clicking on the radio button next to **CONTINUING REVIEW**

CLICK | Validating | Compare

Editing: SAMEND202300000001

Amendment / Continuing Review

1. * Type of Submission: ⓘ

- Amendment
- Amendment/CR
- Continuing Review

Clear

Active Amendments For This Submission
Amendment for SAFETY0000997

Amendment Type
Protocol team member information
Other parts of the protocol

- Amendment (Amend current safety protocol)
- Amendment/CR (Amend and submit Annual Continuing Review document)
- **Continuing Review (Annual Continuing Review)**

Select the **CONTINUE** button on the Continuing Review Introduction page.

CLICK | Hello, Thomas G Cooper

Editing: CR202300000001

Continuing Review Introduction

A continuing review enables the Safety Office to re-evaluate and extend approval of your safety submission.

To complete your continuing review:

1. Click **Continue** and fill out the requested information.
2. Click **Finish**.
3. Click **Submit**.

To request submission closure instead:

1. Click the Back button to exit this form.
2. Click **Request Closure** and fill out the form.

Exit Save Continue

Answer the questions and then select the **CONTINUE** button.

The screenshot shows the 'CLICK' web application interface. The top navigation bar includes 'Validate' and 'Compare' buttons. The user is logged in as 'Hello, Thomas G Cooper'. The main content area is titled 'Editing: CR20230000001' and 'Safety Changes'. The left sidebar shows a navigation menu with 'Amendment / Continuing Review' and 'Annual Review' sections. The 'Safety Changes' section is currently selected. The main content area contains the following questions:

1. Have any changes occurred with any of the following aspects of your submission since the original submission approval?
 - Infectious agents used
 - Biosafety level (BSL)
 - Location
 - NIH Review Category
 - Containment equipment
 - Personnel

* Yes No [Clear](#)
2. If yes, describe all changes:

At the bottom right, there are three buttons: 'Exit', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box.

Answer the questions and then select the **RETURN TO WORKSPACE** button.

The screenshot shows the 'CLICK' web application interface. The top navigation bar includes 'Validate' and 'Compare' buttons. The user is logged in as 'Hello, Thomas G Cooper'. The main content area is titled 'Editing: CR20230000001' and 'Safety Accidents and Problems'. The left sidebar shows a navigation menu with 'Amendment / Continuing Review' and 'Annual Review' sections. The 'Safety Accidents and Problems' section is currently selected. The main content area contains the following questions:

1. * Have any accidents occurred that resulted in inoculation, ingestion or inhalation of biohazardous materials, or is there any danger of environmental contamination?
 Yes No [Clear](#)
2. If yes, provide a complete description and resolution of the events:
3. Have any problems occurred pertaining to safety containment, equipment, or facility failure?
 Yes No [Clear](#)
4. If yes, provide a complete description and resolution of the problems:

At the bottom right, there are three buttons: 'Exit', 'Save', and 'Return to Workspace'. The 'Return to Workspace' button is highlighted with a red box.

Select the **SUBMIT** button on the workspace page to have it sent on to the Safety Office for review.

The screenshot displays the 'CLICK' web application interface for a 'Continuing Review for SAFETY0000997'. The top navigation bar includes 'Dashboard', 'Facilities', 'IACUC', 'IRB', and 'Safety'. The left sidebar contains 'Next Steps' with buttons for 'Edit Continuing Review', 'Printer Version', 'View Differences', and 'Submit' (highlighted with a red box). The main content area shows a flowchart of the review process: Pre-Submission (highlighted in orange) leads to Specialist Review, which can lead to Committee Review or Clarification Requested. Committee Review can lead to Post-Review or Clarification Requested. Post-Review can lead to Review Complete or Modifications Required. Clarification Requested can lead to Clarification Requested or Modifications Required. The right side of the page displays submission details: Principal Investigator: Thomas G Cooper, Submission Type: Continuing Review, Safety Review Type: Biosafety, Approval Date, Last day of continuing review period: 8/16/2024, and Last day of de novo review period: 8/16/2026. Below the flowchart is a 'History' section with tabs for Documents, Reviews, Contacts, Training, Related Projects, and Change Log. The 'History' table shows an activity: 'Submission Converted' by Cooper, Thomas G on 8/31/2023 3:33 PM. The activity description states: 'Follow-on submission is converted from "Amendment" to "Continuing Review" ID is changed from "SAMEND202300000001" to "CR202300000001".'