

CLICK SAFETY AMEND SUBMISSION

Instructions for amending (modifying) an approved submission (creating a 'Follow-On Submission').

From the APPROVED submission workspace, click **Create Amendment/CR** button on the left column.

Note: An APPROVED submission can have only one outstanding amendment at a time.

Approved SAFETY0000997
Colvin_testing 10.5 8/14

Next Steps

- View Submission
- Printer Version
- Create Amendment/CR**
- Create Safety Incident

Principal Investigator: Thomas G Cooper
 Specialist: Christopher James Colvin
 Admin office: Safety
 PI proxies: There are no items to display

Submission Type: Initial Protocol
 Safety Review Type: Biosafety
 Approval Date: 8/17/2023
 Last day of continuing review period: 8/16/2024
 Last day of de novo review period: 8/16/2026

Letter: Correspondence_for_SAFETY0000997.pdf(8.81) ***

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  graph LR
    A[Pre-Submission] --> B[Specialist Review]
    B --> C[Committee Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested]
    C --> C1[Clarification Requested]
    D --> D1[Modifications Required]
  
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History | Documents | Reviews | Contacts | Snapshots | Training | Follow-on Submissions | Related Projects | Change Log

Filter by: Activity | Enter text to search | + Add Filter | Clear All

Activity	Author	Activity Date
Letter Sent	Colvin, Christopher James	8/17/2023 11:57 AM
Correspondence_for_SAFETY0000997.pdf		

Select the Type of Submission:

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

Select Amendment Type: check both boxes.

Note: select both checkboxes to open the entire submission up for modification (ability to edit all Smart Form pages). If only one checkbox is marked, this will only allow for a subset of the Smart Form pages to be edited and displayed.

Select Amendment Introduction from the Navigation Panel, enter a description of the changes and rationale.

Note: A system-generated unique identifier is assigned to the Amendment

When edits are completed within the various Smart Form pages, click EXIT to display the Amendment workspace again.

Click SUBMIT to submit this amendment to the Safety Office to be reviewed.

The screenshot displays the CLICK system interface for an amendment submission. The top navigation bar includes 'Dashboard', 'Facilities', 'IACUC', 'IRB', and 'Safety'. The 'Safety' section is active, showing 'Submissions', 'Inspections', 'Meetings', 'Reports', 'Training', and 'Help Center'. The user is logged in as Thomas G. Cooper.

The main content area shows the details for an amendment with ID SAMEND202300000001, titled 'Amendment for SAFETY0000997'. The Principal Investigator is Thomas G. Cooper. The submission type is 'Amendment' and the safety review type is 'Biosafety'. The approval date is 8/16/2024, and the last day of continuing review is 8/16/2024. The last day of de novo review is 8/16/2026.

A sidebar on the left contains 'Next Steps' with buttons for 'Edit Amendment', 'Printer Version', and 'Submit' (highlighted in red). Other options include 'Manage Guest List', 'Manage Ancillary Reviews', 'Add Comment', 'Discard', and 'msuKcIntegration'.

A flowchart illustrates the review process: Pre-Submission leads to Specialist Review and Clarification Requested. Specialist Review leads to Committee Review and Clarification Requested. Committee Review leads to Post-Review and Clarification Requested. Post-Review leads to Review Complete and Modifications Required. Clarification Requested leads to Post-Review and Review Complete.

A history table at the bottom shows the following activity:

Activity	Author	Activity Date
Submission Converted	Cooper, Thomas G.	8/31/2023 11:24 AM

A note below the table states: 'Follow-on submission is converted from "Amendment/CR" to "Amendment" ID is changed from "AMENDCR0000003" to "SAMEND202300000001".'

Note: The system allows only the Principal Investigator or PI Proxy to submit the Amendment to the Safety Office. When the amendment is approved, the changes are published into the approved (parent) submission.