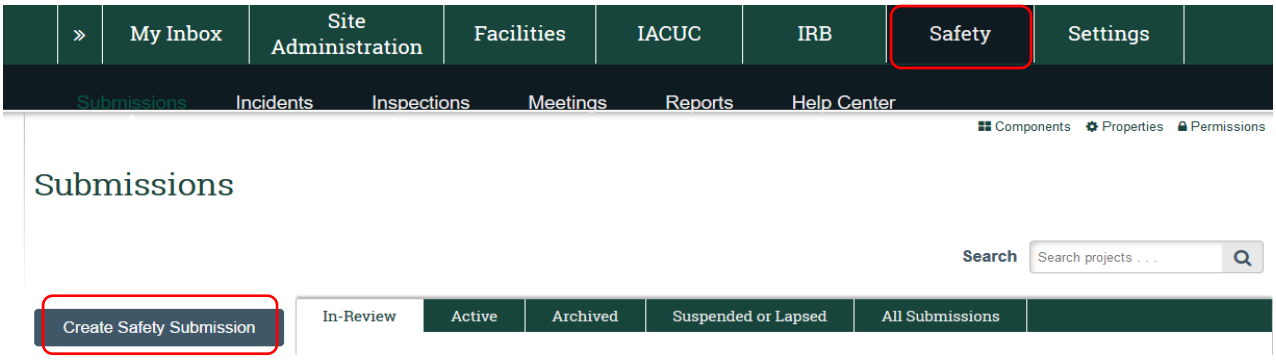
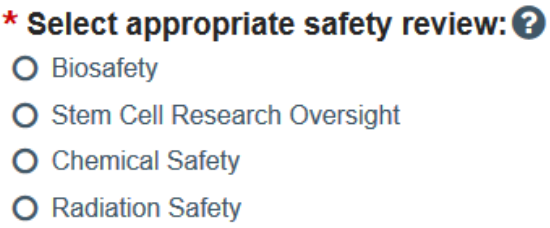
Submission Creation

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

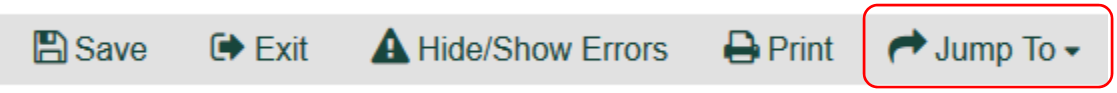
Log into Click with your username and password; select **Create Safety Submission**.



You will be presented with 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.



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.



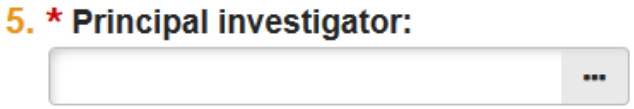
Basic Information:

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).

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

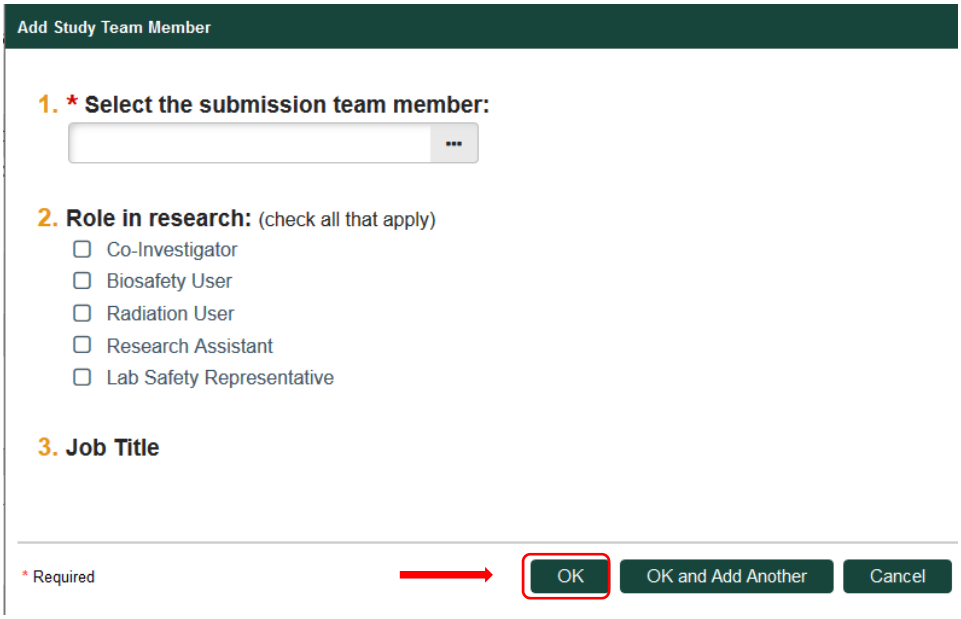


Team Members:

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

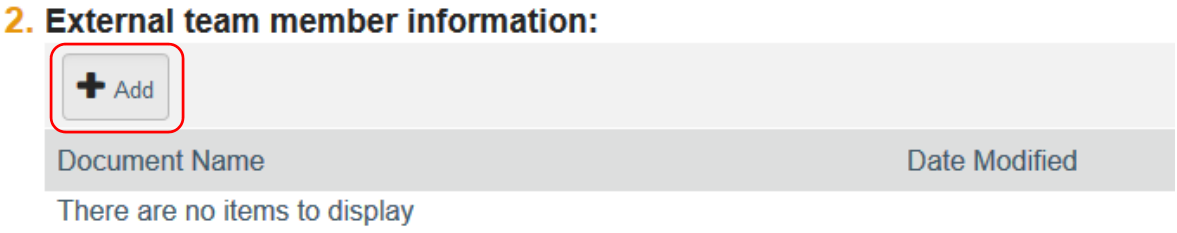
- Question 1: click the **Add** button to add a team member.

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

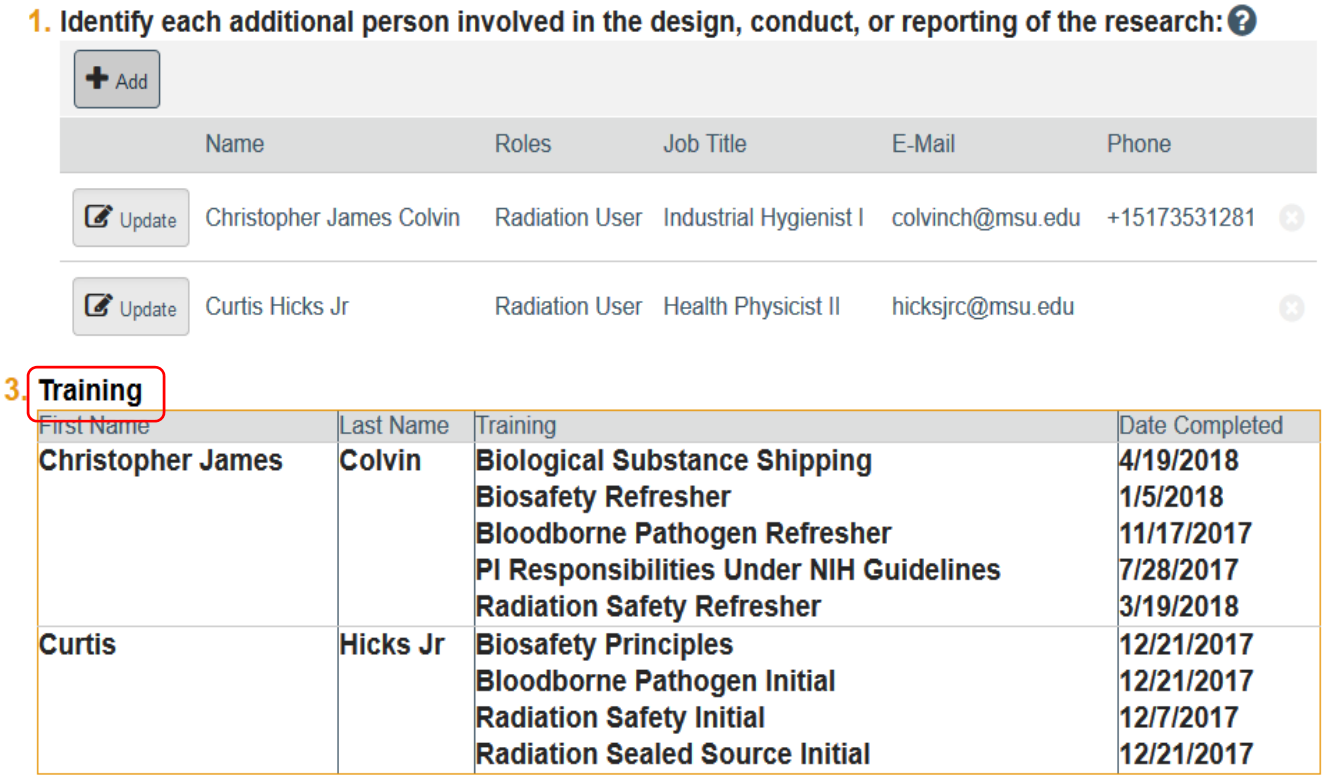


Note: the system will automatically pre-populate the Primary Job Title of the selected team member.

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



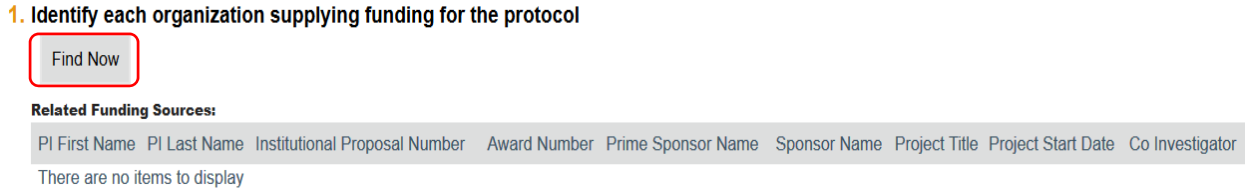
- Question 3: The system will display the training information for each team member added, including the Principal Investigator.



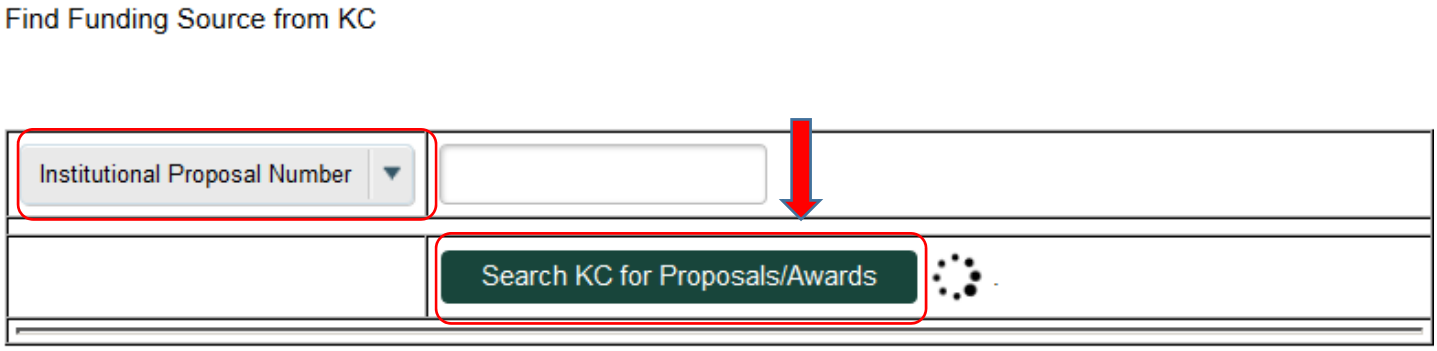
Funding Sources

Funding source(s) are identified on this page.

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

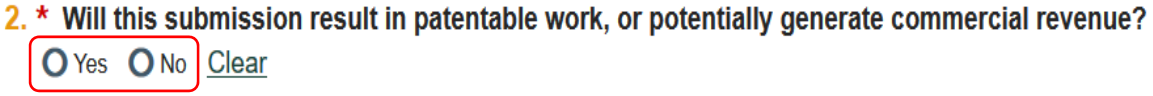


A pop-up window will appear; use the dropdown menu to search for and select the funding source based upon: Institutional Proposal Number, Award Number, or Last Name (PI last name or Co-Investigator last name). Click the **Search KC for Proposals/Awards** button.



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.



- 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).

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
☐	Radioactive materials	Submission requires possession and use of radioactive materials
☐	Radiation equipment	Submission requires use of radiation-producing machines