**Safety Protocol Work Flow**

**Protocol States:**

The diagram located in the protocol workspace will show the state of your protocol within the Safety review process.

**Pre-Submission:** During Pre-Submission, the PI will create the protocol.

**Specialist Review:** In the Specialist state, the protocol has been submitted and the Safety coordinator reviews.



**Specialist Review / Clarification Requested:** The Safety specialist review staff can send the protocol back to the Safety Team for more information or clarifications if needed, which lets the Safety Team change the protocol.



**Committee Review:** Safety review is where the Safety staff will review the submission for completeness.



**Committee Review / Clarification Requested:** The Committee Review staff can send the protocol back to the Safety Team for more information or clarifications if needed, which lets the Safety Team change the protocol.



**Post-Review / Modifications Required:** The Post-Review state gives the Safety staff the opportunity to:

* + Approve documents that were attached to a protocol
	+ Prepare a letter to inform the safety team about the decision
	+ Send the letter
	+ Request modifications



**Review Complete:** When the safety team submits modifications that are acceptable, the submission returns to the Post-Review state. The submission will reach its final determination, Review Complete, after the letter is sent.

