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| Safety Researcher’s Reference Guide |

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| October 2016 |

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| 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.) | |
| 1      2      3      4      5      6 | 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 |
| 1. From the submission workspace, click **Submit**. 2. Read the statement and click the check box at the bottom in agreement. 3. Click **OK** to submit the protocol  for review. |

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| 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. | |
| 9      8      3      4      **6**      5      **10**      7      1      2 | 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](#_Open_an_Agreement) and then [View Submission History](#_View_Certification_History) to see reviewer comments.   1. On the History tab, find the “Clarification Requested…” activity and read the comments. 2. If the reviewer added reviewer notes, click the **Reviewer Notes** tab and go to [Respond to Reviewer Notes](#_Respond_to_Reviewer). If not, go to [Submit Response](#_Submit_Response). |
| Respond to Reviewer Notes |
| For each reviewer note:   1. To edit the protocol in response to the reviewer note, click the Jump To link. 2. From the protocol page or the Reviewer Notes tab, click the **Click here to respond** link. 3. Select a response from the list and explain your response in the box. 4. Click **OK**. If on a protocol page, exit the protocol when done.   Go to [Submit Response](#_Submit_Response). |
| Submit Response |
| 1. On the protocol workspace, click **Submit Response**. 2. In the Comments box, explain your response to the reviewer. 3. Click **OK**.   You can log off the system (top right). |

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| 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. | | |
| 2    **1**      **4**      **5**        **7**      6        3 | 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 changesor **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 | |
| 1. From the follow-on submission’s workspace, click **Submit**. 2. Click **OK** to agree to the statement and submit it for review.   You can log off the system (top right). | |

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| 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. | |
| 1      2        5      **4**      6      7          8      3 | Where do I find? |
| 1. From My Inbox, you can find: **Submissions** that require you to take action. 2. **Actions** you can perform such as create a Safety submission. 3. **Shortcuts** to other itemssuch as your submissions. |
| What do I do? |
| 1. 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 |
| 1. From My Inbox, click the submission name. 2. The submission workspace opens. |
| View Submission History |
| 1. From the submission workspace, click the **History** tab. 2. The history lists the activity taken on a submission including any comments, attachments, or correspondence added. |

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| **9**      10 | Find Previous Submissions |
| 1. On the left, click **Submissions**. 2. 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 |