**Administrative Review (Admin): Manage Related Safety Protocols**

**Work Instructions:**

To manage related safety protocols:

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Open the relevant study.
4. Click the **Manage** **Related** **Safety** **Protocols** button.
5. Complete the page, paying attention to the fields explained below. Required fields are marked with an asterisk (\*). You can navigate to the related Safety Protocol and retrieve the following information from the Summary View.

* **1. Safety Protocol ID\*:** This number is found in the Summary View and includes all the numbers and letters prior to the colon.
* **2. Protocol type\*:** The choices here are Radiation, IBC, and Chemical.
* **6. Status:** The choices here are Approved, Pre-Submission, In-Progress, or Expired.
* **7. Safety coordinator:** If the safety protocol is in pre-submission, it won’t have an assigned safety coordinator.
* Click **OK.**

1. Add any comments and/or supporting documents. Note that any comments or supporting documents here do not become part of the submission, but they’re included in the History tab.
2. Click **OK**.
3. After clicking OK, a reference to the related safety protocol can be found in the Historytab.