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| Safety Researcher’s Reference Guide |

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| October 2016 |

Contents

[Create and Submit a Safety Protocol 3](#_Toc463593862)

[Create a Protocol 3](#_Toc463593863)

[Submit a Protocol for Review 3](#_Toc463593864)

[Respond to Reviewer Requests 4](#_Toc463593865)

[Review the Request Details 4](#_Toc463593866)

[Respond to Reviewer Notes 4](#_Toc463593867)

[Submit Response 4](#_Toc463593868)

[Create and Submit a Follow-On Submission 5](#_Toc463593869)

[Create a Follow-On Submission 5](#_Toc463593870)

[Submit Follow-On Submission for Review 5](#_Toc463593871)

[Navigation and Basic Tasks 6](#_Toc463593872)

[Where do I find? 6](#_Toc463593873)

[What do I do? 6](#_Toc463593874)

[Open a Submission 6](#_Toc463593875)

[View Submission History 6](#_Toc463593876)

[Find Previous Submissions 7](#_Toc463593877)

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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
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