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.

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 items such as your submissions.

What do I do?

4. 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

5. From My Inbox, click the submission name.
6. The submission workspace opens.

Exit

7. You can log off the system (top right).
Create and Submit a Safety Protocol

When you create a Safety protocol, you will complete a series of pages.

**Create a Protocol**

8. From My Inbox, click **Create Safety Submission**.

9. Complete the pages. To move to the next page, click **Continue**.

10. On the last page, click **Finish**.

You can continue to edit the protocol until you submit it for review.

**Submit a Protocol for Review**

11. From the submission workspace, click **Submit**.

12. Read the statement and click the check box at the bottom in agreement.

13. Click **OK** to submit the protocol for review.
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.

**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 Amendment/Continuing Review” button.
4. Complete the pages. Click **Continue** to move to the next page.
5. When done, click **Exit** and save changes or **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**

6. From the follow-on submission’s workspace, click **Submit**.
7. Click **OK** to agree to the statement and submit it for review.
8. On the left, click Submissions.

9. 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