Create and Submit a Follow-On Submission

WORK INSTRUCTIONS:

1. Log into the Click Portal and click on the Safety tab in the top navigation bar.

2. Find the protocol in the Approved state that you would like to submit a continuing review for.
   - Principal Investigators (or a PI Proxy, if identified) can click on the Active tab to find the protocols that are in the Approved state and can click on the name of the protocol to begin their submission.
   - Principal Investigators can also navigate directly to the protocol by clicking on the link provided in the Continuing Review Reminder email notification that are sent to the Principal Investigator 90, 60, 30, and 15 days prior to the protocol’s expiration date.

3. From the protocol Workspace, select the Create Continuing Review button.

4. Click the Continue button.

5. Enter the required information on the first page of the SmartForm, and then click to complete any additional SmartForm pages.
   - Note that an approved protocol can have only one outstanding amendment or continuing review open at a time.

6. Prior to submission to the Safety Specialist, all required fields will need to be completed.
   - Click the Hide/Show Errors link in the navigation bar to display any unanswered questions throughout the SmartForm at the bottom of the page.
     - Use the Jump To: link to navigate directly to SmartForm pages that are missing information.
   - Submissions with any incomplete information will be redirected to the protocol team for updates.
7. When all of the required fields have been completed, click **Exit** in the navigation bar or the **Finish** button on the last SmartForm page to be redirected to the protocol Workspace.

8. Click the **Submit** activity. This activity will remind the PI of their responsibilities and the system will check the submission for any missing fields. Place a checkmark next to the agreement statement and then click the **OK** button to submit the protocol.

9. If the submission is successful, the page will refresh and the protocol will transition from the **Pre-Submission** state to the **Specialist Review** state.