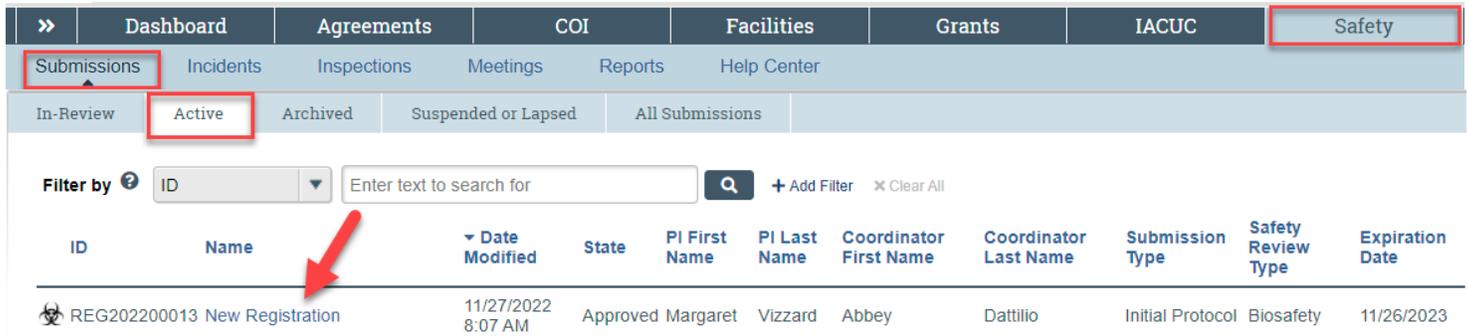


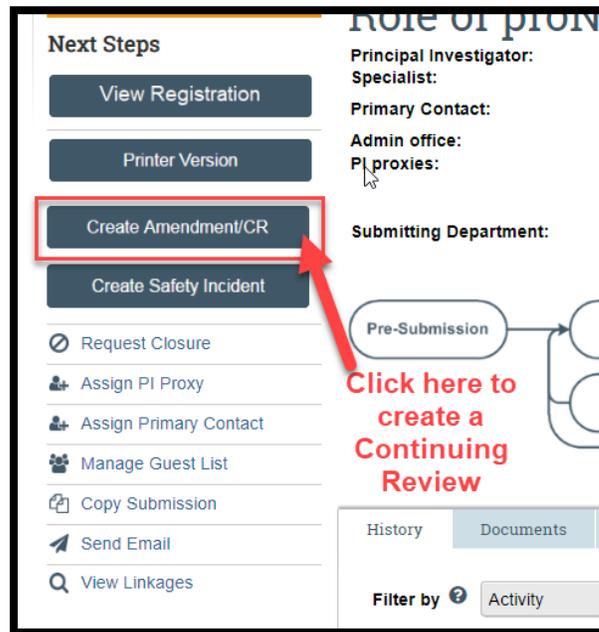
## How to Submit a Continuing Review

1. From the “Safety” > “Submissions” screen, click on the “Active” tab to navigate to the appropriate approved registration and click on the name to open it.



ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type	Safety Review Type	Expiration Date
REG202200013	New Registration	11/27/2022 8:07 AM	Approved	Margaret	Vizzard	Abbey	Dattilio	Initial Protocol	Biosafety	11/26/2023

2. Click “Create Amendment/CR” on the left side of the screen.



**Next Steps**

- View Registration
- Printer Version
- Create Amendment/CR**
- Create Safety Incident
- Request Closure
- Assign PI Proxy
- Assign Primary Contact
- Manage Guest List
- Copy Submission
- Send Email
- View Linkages

**Click here to create a Continuing Review**

### 3. Select "Continuing Review"

Amendment / Continuing Review

Creating New: Safety Submission

Amendment / Continuing Review

1. \* Type of Submission: ?

Amendment

Amendment/CR

Continuing Review

[Clear](#)

4. The Continuing Review form will open. The Continuing Review allows the Safety Office to re-evaluate and extend the approval of your safety registration.

#### To complete your continuing review:

1. Click **Continuing Review**
2. Click **Finish**
3. Click **Submit**

5. Fill out page one to indicate whether any changes have been made. Look at the roster and check to ensure that everyone listed on the roster are up to date with all required training.

**BSL1 Basic Training:** Required for all BSL1 registrations

**BSL2 Basic Training:** Required for all BSL2 registrations

**OSHA Bloodborne Pathogens:** Required for all registrations that handle human cells or tissues

**Animal Biosafety:** Required for all registrations that include animal work

**Note:** All CITI training modules noted above are good for three years with the exception of OSHA Bloodborne Pathogens, which needs to be taken yearly.

Editing: CR20220000002

Review

Safety Changes

1. Have any changes occurred with any of the aspects of your registration since the original submission approval or last approved amendment (e.g., infectious agents used, biosafety level (BSL), Risk group (RG), containment equipment, approved locations/facilities, controlled substances used or renewed DEA license (if CSC), etc.)?

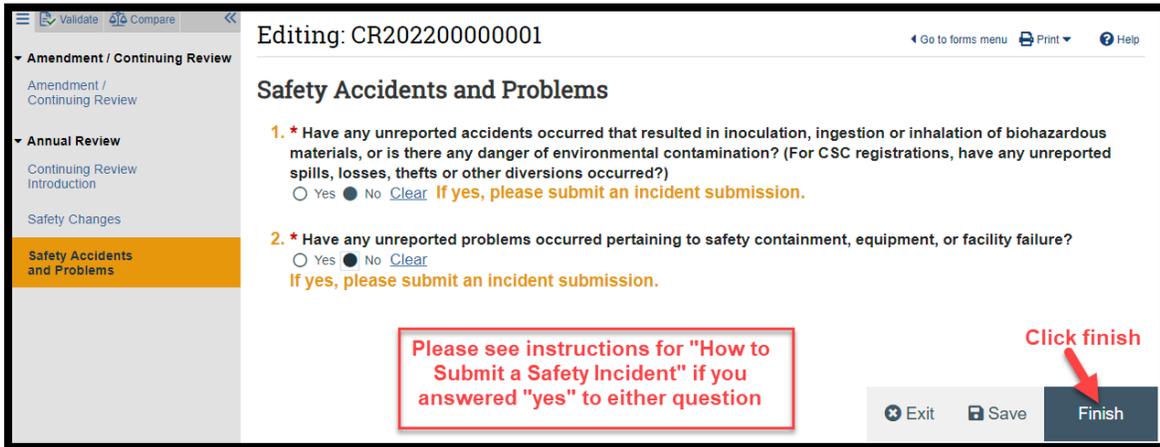
\*  Yes  No [Clear](#)

2. Please review your roster below. If your roster is out of date you will need to submit an amendment to add or remove key personnel as needed (if this is a CSC registration, please be sure this roster reflects all current authorized users).

Name	Email	Phone
Aubrie Clas	Aubrie.Clas@uvm.edu	+1 8026561282
Linda Mei	Linda.Mei@uvm.edu	+1 8026568832
Margaret Vizzard	Margaret.Vizzard@uvm.edu	+1 8026563209

Ensure that all personnel listed are up to date on required training

- Report any accidents on page 2. See “How to Submit a Safety Incident” for help reporting an incident.



- Click “Submit” to send your Continuing Review to the Safety Office for review.

