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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.

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Filter by 3 ID Enter text to search for Add Filter × Clear All													
	D	Name		▼ D Mo	Date odified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinate Last Name	or Submission Type	Safety Review Type	Expiration Date
愛 F	REG202200013 New Registration			11/ 8:0	27/2022 7 AM	Approved	Margaret	Vizzard	Abbey	Dattilio	Initial Protocol	Biosafety	11/26/2023

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

View Registration Primary Contact: Admin office: Pproxies: Create Amendment/CR Submitting Department: Create Safety Incident Pre-Submission Click here to create a Continuing Request Closure Assign PI Proxy Assign Primary Contact Manage Guest List Copy Submission Send Email View Linkages View Linkages Determine:	Next Steps	Principal Investigator:				
Printer Version Create Amendment/CR Create Safety Incident Create Safety Incident Request Closure Assign PI Proxy Assign Primary Contact Manage Guest List Manage Guest List Assid Email View Linkages	View Registration	Primary Contact:				
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3. Select "Continuing Review"



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

<u>Animal Biosafety</u>: Required for all registrations that include animal work <u>Note</u>: All CITI training modules noted above are good for three years with the exception of OSHA Bloodborne Pathogens, which needs to be taken yearly.

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ILEVIEW	Safety Changes									
-	 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), fisk group (RG), containment equipment, approved locations/facilities, controll substances used or renewed DEA license (if CSC), etc.)? Yes O No Clear 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 sure the roster reflects all current authorized users). 									
	Name Email Phone									
	Aubrie Clas	Aubrie.Clas@uvm.edu	+1 802	6561282						
	Linda Mei	Linda.Mei@uvm.edu	+1 802	6568832						
	Margaret Vizzard	Margaret.Vizzard@uvm.edu	+1 802	6563209						
		Ensure that all personr listed are up to date o required training	nel N							

6. Report any accidents on page 2. See "How to Submit a Safety Incident" for help reporting an incident.



7. Click "Submit" to send your Continuing Review to the Safety Office for review.

Pre-Submission Continuing Review Next Steps Edit Continuing Review Printer Version	CR20220000002 Principal Investigator: model Vizzard Submission remains prinary Contact: Admin office: Safety until you click Pl proxies: There are norums to display "Submit" Submitting Department: Registration: New Registr. on D	/pe Ty ntii : nt l NIH
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