



SAFETY

UVMClick Website
UVMClick Login

<https://www.uvm.edu/ovpr/uvmclick>
<https://rpo.connect.uvm.edu/Safety>

Email Support
Phone Support

UVMClick@uvm.edu
(802) 656-5040

Terminology

Whenever switching to a new system, we always encounter some new terminology. Below are some of the terminology you will encounter in the UVMClick system.

UVMClick Terminology	Definition
Lab Registration	Protocols will be consolidated into a lab registration
Registration Team Members	Key Personnel
State	State is another word for Status. The state gives a clue as to where the submission is in the workflow. For example, "Pre-Submission" means the Safety registration is not yet submitted to the Research Protections IBC/Safety office. You can finish and submit it for review.
Incident	Any condition or event that could cause harm or that violates safety regulation. Examples: noncompliance, laboratory accidents and exposures.
Amendment (two types) 1. Significant (PI chg, purpose, materials, or classifications) 2. Team and funding sources	Only one amendment can be active at a time. 1. All registration changes outside of team membership or funding source changes 2. Changes in team membership and/or funding sources
Withdraw	Pull submission back to fix and re-submit
Discard	Delete
Deferred	Tabled
Proxy	A Proxy is an optional role, assigned by the PI, to another registration team member giving them authority to edit and submit new submissions on behalf of the PI for that one registration.
Contact	A Contact is an optional role, assigned by the PI, to another registration team member to be CC'd on registration UVMClick communications.
Specialist	IBC/Safety Research Protections staff role
Ancillary Review	Ancillary reviews are a mechanism in UVMClick to forward lab registration access to other institutional (UVM and UVMCC) compliance groups or individuals for their review.
BSO	Biosafety Officer

Other New Terms

Workspace: represents the home page for a registration

Pre-Submission

Next Steps

Edit Protocol

Printer Version

View Differences

Submit

Assign PI Proxy

Assign Primary Contact

Manage Guest List

Manage Ancillary Reviews

Add Comment

Copy Submission

Discard

REG201900008

Eradicate Algae

Principal Investigator: Lynn Tracy

Specialist:

Primary Contact:

Admin office: Safety

PI proxies:

Submitting Department:

Submission Type: Initial Protocol

Safety Review Type: Biosafety

Letter:

Last day of continuing review period:

Approval Date:

Pre-Submission

Specialist Review

Clarification Requested

Committee Review

Clarification Requested

Post-Review

Modifications Required

Review Complete

History

Documents

Reviews

Contacts

Training

Snapshots

Follow-on Submissions

Related

Filter by

Activity

Enter text to search for

+

Add Filter

✕

Clear All

Activity	Author	Activity Date
Protocol Created	Tracy, Lynn R	2/1/2019 3:32 PM

Activities: Activities refer to the tasks listed, within a submission, on the left side of the screen.
Examples:

- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Add Related Grant
- Add Comment
- Copy Submission
- View Linkages

NOTE: The activities that show are solely dependent upon your role and the status of the registration at that point in time.

Actions: Actions refer to the gray buttons found in the “My Inbox” or also above the listed activities within a registration.

Examples:

Next Steps

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