3 November 2017

Dear Colleagues:

Michigan State University is implementing a new research compliance support system, Click™, to manage its Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Environmental Health and Safety (EHS) committee activities. Click is currently in use at eight Big Ten universities, and its implementation will assist MSU in keeping current with federal rule changes for such compliance activities.

On 4 December 2017, the Click IRB component goes live, followed by IACUC in May 2018 and EHS in August 2018. The Click IRB component replaces MSU’s IRB Online System. Click will require two-factor authentication, but as planned it will not require the VPN when users are off campus. The system will be accessible from the Human Research Protection Program (HRPP) website and through the Enterprise Business Systems (EBS) portal.

Educational opportunities

- **Live Zoom demonstrations** are available in November; links to register are available on the Research Administration Project website. The sessions offer an overview of Click IRB and an opportunity to ask questions. If you would like to host a demonstration in your unit, please contact Erika Nelson nelso600@msu.edu.
- **Support materials** including video demonstrations, quick guides, and user manuals will be available on the Research Administration Project website before go-live in December.
- **Open lab sessions** will be available in January 2018 for faculty, staff, and students to receive in-person help on submitting their protocols in Click.

**Click Go-Live**

Beginning 4 December 2017, Click will be used for all new IRB submissions (e.g. initial applications, renewals, and revisions). While the MSU IRB Online System will no longer accept new submissions, historical information in the online system will be available to researchers for one year after go live, until 4 December 2018.

**Transition Cutoff Date for New Submissions**

On 22 November 2017, the MSU IRB Online System will no longer accept new initial review, renewal, or revision submissions for expedited and full board studies. New submissions for expedited and full board studies will resume in Click on 4 December 4 2017. The 22 November 2017 cutoff date does not impact submissions for exempt applications, reportable events, or other submission types.

**Transition IRB protocols to Click**

Currently approved expedited and full board protocols will transition to Click through a partial data conversion prior to go-live. Investigators with currently approved or in-
progress expedited and full board protocols will receive detailed information about the transition. For more information about the transition process, please visit the Research Administration Project Frequently Asked Questions page.

Please share this letter with faculty in your College or Department and encourage them to participate in these educational opportunities. For additional information, including information about the Click help desk, please visit the Research Administration Project website.

Thank you for your continuing support of the Research Administration System.

Thomas Cooper
Director
Research Administration System