4 December 2017

Dear Colleagues:

The Institutional Review Board (IRB) component of Click™ is now live at Michigan State University (MSU). Click’s IRB replaces MSU’s legacy IRB Online System. Historical information in the legacy system is available to researchers for one year, until 4 December 2018. Click is accessible from the Human Research Protection Program (HRPP) website and from the Enterprise Business Systems (EBS) portal. Click’s Institutional Animal Care and Use Committee (IACUC) will become available in May 2018 and Environmental Health and Safety (EHS) in August 2018.

Educational opportunities

- **Live Zoom demonstrations** are extended into December. The demonstration offers an overview of Click’s 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.
  - Thursday, December 7, 1:00 pm-2:00 pm
  - Tuesday, December 12, 1:00 pm-2:00 pm

- **Open lab sessions** will be available in January 2018 to provide in-person assistance on submitting studies in Click.
  - Friday, January 12 at 10:00 a.m.-12:00 p.m. in 521 Baker Hall
  - Friday, January 19 at 1:00 p.m.-3:00 p.m. in 403 Computer Center

- **Support materials** including video demonstrations, quick guides, and user manuals are available.

Click Help Desk

The Click Help Desk is available at **517-355-2000** or clickhelpdesk@msu.edu on Mondays through Fridays during normal business hours, excluding MSU holidays. For assistance with navigating Click, please contact the Help Desk. For questions about the IRB process, please contact the HRPP office at 517-355-2180 or irb@msu.edu. The Help Desk and the HRPP office are open for extended hours:

- 4 December – 8 December, 7:00 a.m.-6:00 p.m.
- 11 December – 15 December, 7:00 a.m.-6:00 p.m.

Reporting

Researchers now have access to out-of-the-box reports related to key aspects of their studies (e.g. expiring studies, studies involving children, and studies with greater than minimal risk). In the coming months, requirements for additional MSU-specific reports will be gathered from the research community.
Please share this letter with faculty in your College or Department and encourage them to participate in the educational opportunities. Please visit the Research Administration Project website for additional information.

Please do not hesitate to contact me, Dr. J.R. Haywood, or any member of the project leadership, if you have questions or concerns. Thank you for your continuing support of the Research Administration System.

Thomas Cooper
Director
Research Administration Project