

How to Submit your Protocol for Annual Continuing Review in Muse

1. Click the '**Create Amendment/CR**' button on your protocol's homepage to perform an **Amendment** (such as adding personnel, adding biological or chemical hazards, or changing your experiment), **Continuing Review** (Annual Review), or **Both**.

Create Amendment/CR

Note: In Muse, an annual IBC review is called a 'Continuing Review' (CR).

2. Select '**Continuing Review**' in #1 if there will be not changes or updates to your protocol.
Or select '**Amendment/CR**' if you are performing an annual Continuing Review and **updates** to your protocol, such as:
 - a. Adding personnel,
 - b. Updating BSC certification date,
 - c. Adding an experiment or hazardous agent.

1. * **Type of Submission:** ?

- Amendment
 - Amendment/CR
 - Continuing Review
- [Clear](#)

3. Follow the instructions in the 'Continuing Review Introduction' page.

Continuing Review Introduction

A continuing review enables the Safety Office to re-evaluate and extend approval of your safety protocol.

To complete your continuing review:

1. Click **Continue** and fill out the requested information.
2. Click **Finish**.
3. Click **Submit**.

To request protocol closure instead:

1. Click the Back button to exit this form.
2. Click **Request Closure** and fill out the form.

4. Indicate 'Yes' or 'No' for the Safety Changes question (if "Yes" describe the changes in #2):

Safety Changes

1. Have any changes occurred with any of the following aspects of your protocol since the original submission approval?

- Infectious agents used
- Biosafety level (BSL)
- Risk group (RG)
- Containment equipment
- Personnel

* Yes No [Clear](#)

2. If yes, describe all changes:

5. Indicate 'Yes' or 'No' for the Safety Accidents and Problems questions (if "Yes" describe the changes in #2 and #4):

Safety Accidents and Problems

1. *Have any accidents occurred that resulted in inoculation, ingestion or inhalation of biohazardous materials, or is there any danger of environmental contamination?
 Yes No [Clear](#)

2. If yes, provide a complete description and resolution of the events:

3. Have any problems occurred pertaining to safety containment, equipment, or facility failure?
 Yes No [Clear](#)

4. If yes, provide a complete description and resolution of the problems:

6. Click '**Finish**' in the bottom right corner once you are done.
7. Click '**Submit**' on the newly created Continuing Review homepage to submit the CR.

Continuing Review Next Steps

[Edit Continuing Review](#)

[Printer Version](#)

[View Differences](#)

 [Submit](#)
