Creating a Renewal Application in SafetyNet
1. Logon to SafetyNet (http://safetynet.research.ucla.edu) using your UCLA Single Sign-on credentials

Click Login
2. Go to the **Submissions** tab on the left-hand side of your Inbox.
3. Go to the **Active tab**

4. Select the BUA you wish to renew by clicking on the name of the BUA

![SafetyNet Screenshot](attachment:image.png)

### Safety Submissions

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Modified</th>
<th>State</th>
<th>Submission Type</th>
<th>Safety Review Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA-2015-007-001</td>
<td><strong>Sept 14 Test</strong></td>
<td>9/14/2015 10:28 AM</td>
<td>Approved</td>
<td>Initial Protocol</td>
<td>Biosafety</td>
</tr>
<tr>
<td>BUA-2015-149-001</td>
<td>Training Test BUA</td>
<td>8/30/2015 11:04 PM</td>
<td>Approved</td>
<td>Initial Protocol</td>
<td>Biosafety</td>
</tr>
<tr>
<td>BUA-2015-141-001</td>
<td>testing personnel role 2</td>
<td>8/25/2015 1:49 PM</td>
<td>Approved</td>
<td>Initial Protocol</td>
<td>Biosafety</td>
</tr>
</tbody>
</table>
5. In the BUA Workspace, select **Copy Submission**

*Note: Only the PI will be able to perform this action*
6. Return to your **Inbox**
7. Go to the **Submissions tab**
8. Go to the **All Submissions tab**
9. Select the copied application that you wish to edit by clicking on the name of the copied BUA
10. Click **Edit BUA**
11. Complete the Smartform, using these navigation features

Avoid hitting the Back button. This could cause the page to freeze.

Save
This will save your progress

Exit
Exit the smartform and return to your inbox

Hide/Show Errors
Hide or show error messages

Continue >>
Go to the next page in the smartform

Jump To:
Use the Jump To dropdown menu to jump to a specific page in the smartform
Note: If this is your first time using SafetyNet, a copy of your currently approved IBC application will be available as an attachment in the Supporting Documents page. We recommend saving this so that you can reference it while you complete the form.
12. Once the form is complete, click **Finish**
13. Click **Submit**

Note: Only the PI will be able to submit.
14. Read the Investigator’s Assurance and agree to the statement
15. Click OK