



Creating an Activity Application

Step 1: Log into GSafe

You can log into GSafe from the Health, Safety & Wellbeing page <https://www.griffith.edu.au/health-safety-wellbeing> by selecting the link at the 'Access GSafe desktop edition >' button.

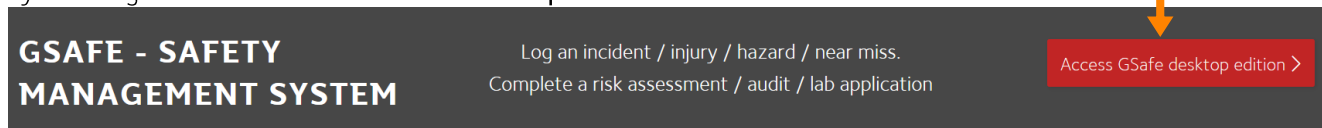


Figure 1

Step 2: Access the Activity Register

Open the activity register by selecting the underlined text (Activity Register) adjacent to the red GRID icon (Figure 2). The Activity Register will open with existing activities displayed in the register.



Figure 2

Step 3: Start a New Application

From within the Activity Register press the 'New' icon located in the Toolbar above the Register (Figure 3). The Add New Application window will appear (Figure 4) containing seven tabs. Each tab contains fields that require completing with information about the activity. Start on the **Details Tab** and complete all fields – your name will be prefilled in the 'Applicant' field. Brief descriptions, outlining the information required in each field are displayed in the blue boxes to the right of the screen. Mandatory fields are marked with a red arrow.

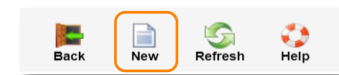
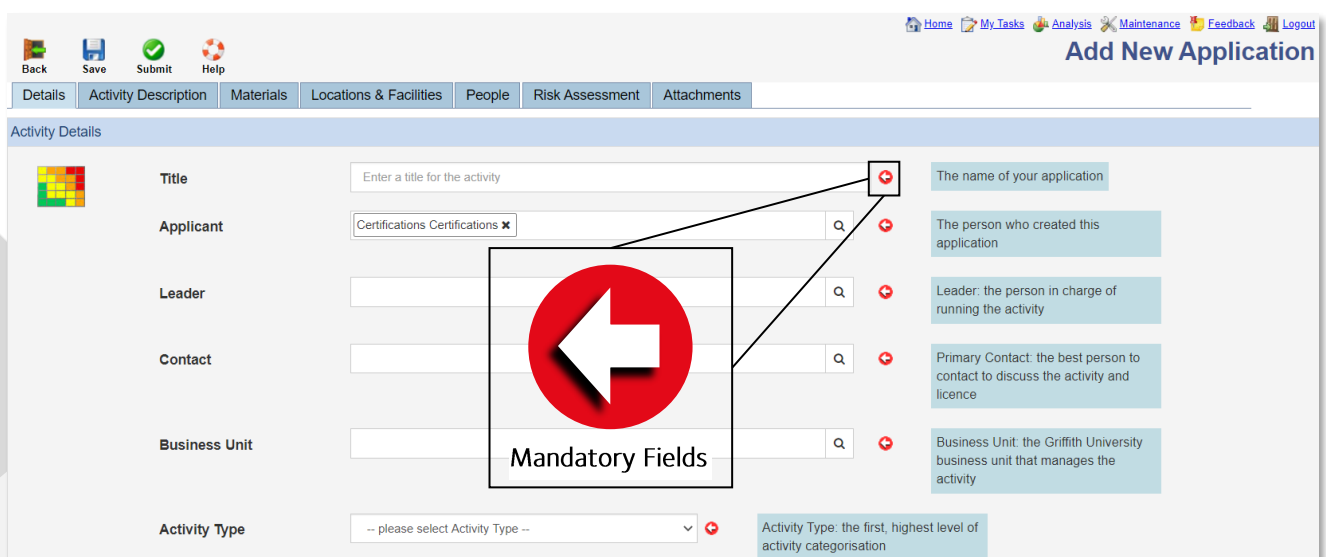


Figure 3



Add New Application

Details | Activity Description | Materials | Locations & Facilities | People | Risk Assessment | Attachments

Activity Details

Title Enter a title for the activity

Applicant Certifications Certifications x

Leader

Contact

Business Unit

Activity Type -- please select Activity Type --

Mandatory Fields

The name of your application

The person who created this application

Leader: the person in charge of running the activity

Primary Contact: the best person to contact to discuss the activity and licence

Business Unit: the Griffith University business unit that manages the activity

Activity Type: the first, highest level of activity categorisation

Figure 4

Step 4: Completing the remainder of the Application

Complete the remainder of the application by moving through the tabs and entering the required information for your proposed activity.

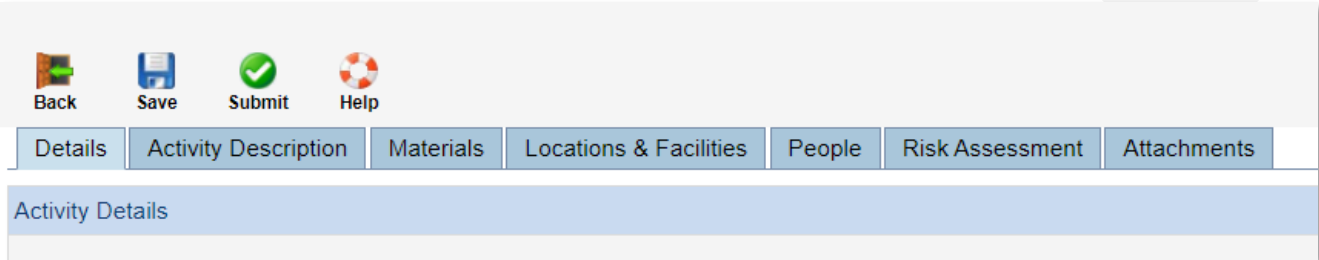




Figure 5


The table below provides additional information about what information to include within each of the tabs.

Details	Add basic application details – The New Application will start on this tab and fields here are completed first. This is where the Activity Type, Activity Category and Dealing Type is selected.
Activity Description	Give an overview of the project aims in the Project Description field. GMO Classification (where applicable) must be selected for GMO Dealings applications and where required include Storage and Disposal procedures, Safety and Risk Management precautions.
Materials	Include the materials to be used in the activity. Click the ‘Display Materials’ button to load the materials already listed, then select the  to ‘Add Material’ or the  to open and edit an existing material. Material Type is selected when adding a material and it is important to select the correct material type for Regulated Materials such as GMOs. Complete the other required fields (common and scientific names) and continue filling in fields with information that you have available on the material. Including more information will assist the review of your application.


The screenshot shows a web form titled 'Update Material' with a blue header bar and a red close button. The form contains several sections: 'Material Type' with a dropdown menu showing 'ED Material'; 'Common Name' with a text input field containing 'E. coli'; 'Scientific Name' with a text input field containing 'Escherichia coli'; 'Organism Type/Sample Type' with a dropdown menu showing 'Bacteria'; 'Risk Group' with a dropdown menu showing 'Risk Group 1' and a note 'Please select the risk group classification for the parent/host organism.'; 'ATCC # Strain ID or Commercial Supplier Details' with a text input field containing 'If applicable.' and a note 'Please state the source of the parent/host organism and strain/catalog id if applicable.'; and 'Vectors and Method of Transfer of Genetic Material' with a text input field and a note 'Please include the plasmid name, plasmid properties, inserted genes, selection method, e.g. antibiotic used, and transfer method used, e.g. heat shock. It is acceptable to list multiple vectors for a single host on this form.' At the bottom of the form is a menu bar with options: File, Edit, Insert, View, Format, Table, and Tools.

Figure 6



Locations & Facilities	List all locations where any part of the activity described may take place including storage of materials. Click the ‘Display Locations’ button to load the locations. Certifications held are displayed along with expiry dates for each location e.g OGTR PC2, DAWE BC2. Search for a
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location by clicking the  button in the 'Add a Location' field and use the 'Find a Location' popup to search and select the location. When searching enter the building code in the 'Location Description' field and 'Suite' in the 'Type of Location' field to return results for the suites only. Click the location from the results list to return to the locations tab and select the role from the 'Select a Role' dropdown menu then click 'Add' to finish adding the location. It is important to add the locations as suites as all the rooms associated with the certified facility will be added automatically. Where necessary individual rooms can be added if a suite is not available or permission to work in only one room of a large facility has been granted.

People

Add all people that will be permitted to work on the application following approval of the activity. Search for people by clicking the  button in the 'Add Person' field and use the 'Find a Person' popup to search and select the person. Click their name from the results list to return to the people tab and select their role from the 'Select a Role' dropdown menu then click 'Add' to finish adding the person. The person should be visible in the list and after saving the application certifications held will be displayed along with expiry dates for each person e.g. Annual Fire, General Biosafety. Each application should have a Project Leader assigned.

Risk Assessment

This displays the GSafe risk assessments for the activity. A previously completed and approved risk assessment can be added by selecting the  button and searching for the Risk Assessment in the 'Find a Risk Assessment' window that will appear. You can start a new risk assessment by selecting the  button. This will open the GSafe risk assessment module in a new browser tab with a Risk Assessment initiated and ready to complete.

Attachments

The attachments tab stores information about procedures or materials to aid in assessment of the application by reviewers as part of the approval process. Remember to add a reference to the information in other parts of your application such as Experimental Procedures if you wish reviewers to consider this information in their review of the application. It can also hold documents for project participants to reference or view such as an approval memo that is required to be read and understood prior to online declarations being made. **Remember to click the 'Save' button before navigating away from the attachments tab or the attachment will not be uploaded.**



Figure 7

Step 5: Saving and Submitting the Application

Ensure all changes made to the application have been saved prior to submitting the application. Once you are satisfied with the contents of the application, the application can be submitted for review and approval by pressing the green "Submit" button (Figure 8).



Figure 8

If you have any questions regarding this process please contact the HS&W Biosafety team at safety@griffith.edu.au