Create a Research Team

WORK INSTRUCTIONS:

Users with the Principal Investigator (PI) role can create a Research Team.

1. Log into the Click Portal as a Principal Investigator.
2. Click on the IACUC tab in the top navigation menu.
3. Click the Create Research Team button.
4. Complete the SmartForm, paying special attention to the fields listed below.

NOTE: Required fields are marked with an asterisk (*).

- Enter a Name for the Research Team. The Name should easily identify this specific Research Team to you. The IACUC will be able to view all Research Team Names.
- Click the Select button to assign the Principal Investigator (PI). Select the PI, and then click OK.
- Click the Add button to select Team Members.
  i. Click the Select button, and enter the individual's Last Name.
  ii. Click the Go button.
  iii. Select the appropriate person, and then click OK.
  iv. Indicate whether the person has an animal handling role.
  v. Indicate whether the person is authorized to order animals.
  vi. Check the person’s Role(s) in the research.
  vii. Click OK if you are finished, or OK and Add Another to add more members.

NOTE: You do not need to add the PI as a Team Member.

- Click Select to identify a Team Default Species.
  i. Enter the Common Name for the species, and then click Go.
ii. Select the appropriate **Species**, and then click **OK**.

5. Click the **OK** button. The **Research Team** will now appear on the **Research Teams** tab.