



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**.



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- 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.