



Create a Protocol: Substances

WORK INSTRUCTIONS:

1. Log into the Click Portal as a *Principal Investigator*.
2. Click on the **IACUC** tab in the top navigation menu.
3. Select your desired **Research Team** from the **Research Teams** tab.
4. From the Research Team workspace, click on the **Substances** tab. All **Substances** available to this **Research Team** will display.

Substances that are labeled as **Standard** under the **Scope** column are commonly used substances which have been pre-loaded into the library by the IACUC for your use; these substances are available to any **Research Team**.

If you need to create a **Substance** specific to your own **Research Team**, you will need to create it yourself. **Substances** you create will be labeled as **Team** under the **Scope** column and are only be available to your specific **Research Team**.

- If the **Substance** you require is already listed in the substance library, review the **Substance's** details to make sure that it is appropriate.
 - Click the **Substance's Name**.
 - In the **Substance's** workspace, click the **View Substance** button.
 - If the **Substance** is appropriate, you don't have to do anything. You will include it when you create a **Procedure**. Click the **Exit** button to return to the workspace.
 - If the **Substance** is not appropriate, proceed to Step 4 where you will create a new **Team Substance**. Click the **Exit** button to return to the workspace.
 - If the **Substance** you require is not listed, proceed to Step 4.
5. To create a **Substance**, select your **Research Team** from the **Research Teams** tab and then click the **Create Substance** button.



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Required information fields are marked with an asterisk ()*

- Complete the **SmartForm**.
- When done, click **Finish**. You will be taken back to the Research Team workspace. The new **Substance** you created will now be available when you create a **Procedure**.