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.
  
  o Click the Substance’s Name.
  
  o In the Substance’s workspace, click the View Substance button.
  
  o 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.
  
  o 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.
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.