Quick Reference Guide: How to Edit a Procedure

1. Log in to Click with UBIT name and password	C O foogle Search X I Proverficiet Presentation X O UBITName Logic Authentication X +
	Login Required • Preservord for some accounts in 2022 More 2 • Preservord • Jelf Thame • Paisword • Log in • Idon't know your name / password or you need to reset your password, please contact UB CIT at support@research.buff alo.edu or 645-3542 for heln
2. Click on the IACUC tab in the bar	The University at Buffale The State University of New York
across the top of the page	>> Dashboard Courses Awards Agreements COI Grants IACUC • IACUC • Safety • Safety • Agreements ID Enter text to search for
3. Click on your Research Team – You	University at Buffalo The State University of New York
can filter the Team Names for an easier	>> Dashboard Admin Agreements COI Facilities Grants IACUC II IACUC Help Center IACUC Library IACUC Meetings IACUC Reports IACUC Training IACUC
find	Components
	IACUC Submissions
	Create Concern Research Teams In-Review Active Archived All Submissions
	Create Protocol Filter by 3 Name Enter text to search for Add Filter × C Investigator

Quick Reference Guide: How to Edit a Procedure

4. Click on the word "Procedures" in the blue bar across the middle of the page.	My Current Actions Principal Investigator: F Edit Research Team E Create Protocol Submissions Procedures Create Procedure Submissions Procedures Filter by D Enter text to search f
5. Find your Procedure that needs to be	IACUC Help Center IACUC Library IACUC Meetings IACUC Re
edited in the list of Procedures. Click on	Active ABP lab
the title to open the workspace.	My Current Actions Principal Investigator:
	Edit Research Team Create Protocol Submissions Procedures Substances
	Create Procedure
	Create Substance A Name A
	My Inbox Acute one-time exposure to cigarette smoke A
6. Click on "Edit Procedure" on the left	Help Center Adenoviral-Cre delivery system A
	Active PROC000
side of the screen under My Current Actions.	My Current Actions cigarette
ACTIONS.	Edit Procedure Procedure type: Printer Version Species:
Make the appropriate changes.	View Differences History Docume
	Archive Procedure Filter by Activity
	Copy Procedure Activity
	My Inbox

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