Quick Reference Guide: How to Create/Submit a New Protocol

1. Log in to Click with UBIT name and password	If you don't know your name / password or you need to reset your password, please contact UB CIT at support@research.buffalo.edu or 645-3542 for help
2. Click on the IACUC tab in the bar across the top of the page	
3. Click on your Research Team – You can filter the Team Names for an easier find	
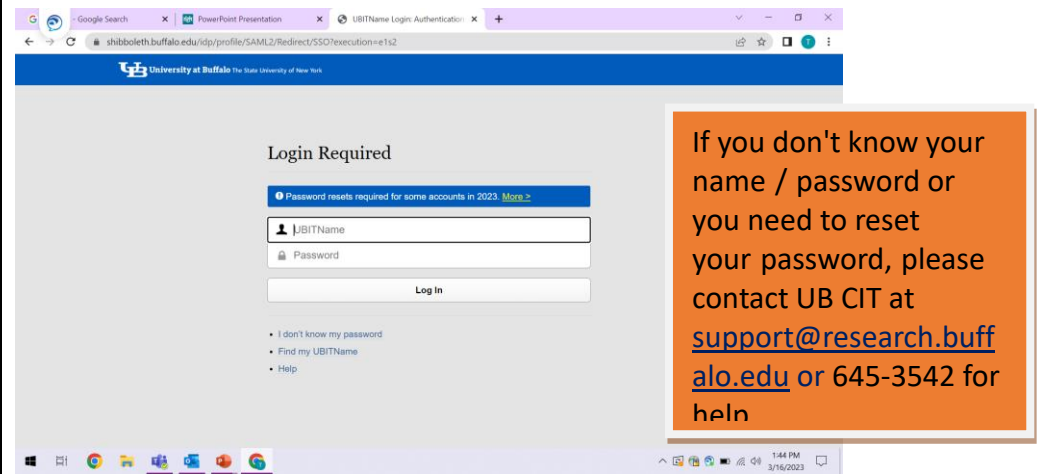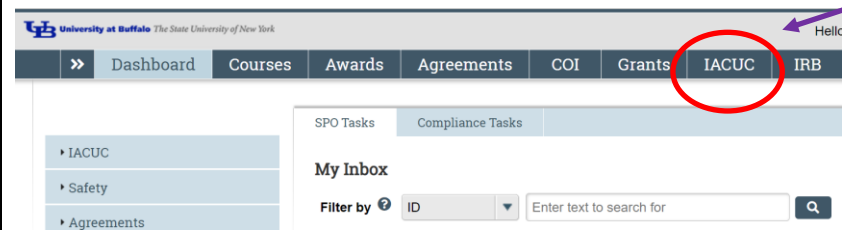
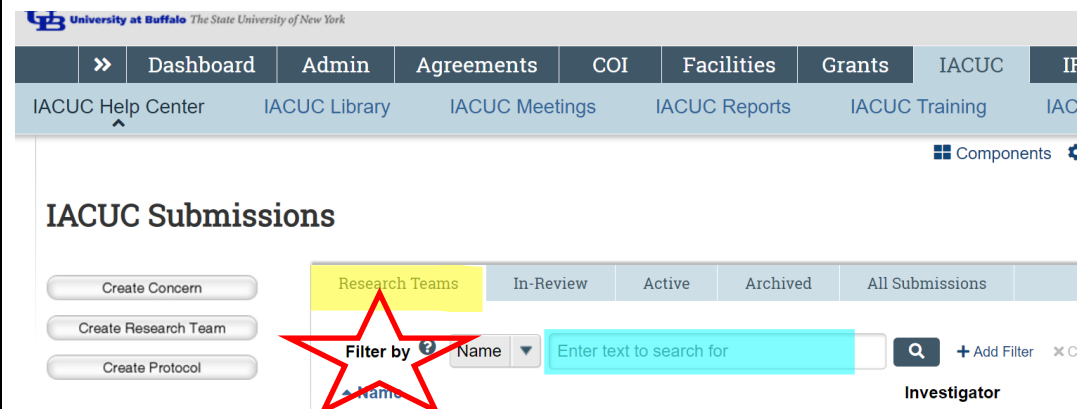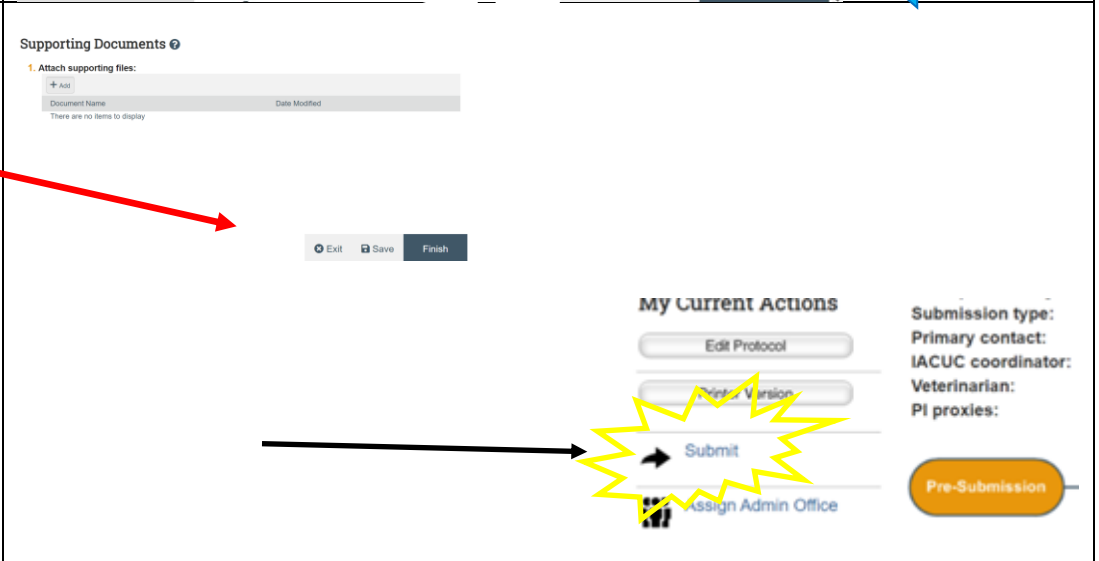# Quick Reference Guide: How to Create/Submit a New Protocol

4. Click on the "Create Protocol" button on the left side of the screen, under My Current Actions.	
5. Navigate through the application using the Continue button, answering all the questions as you proceed.	
6. When you have finished the application, click "Save" and then "Finish" or "Exit" to go back to the Workspace. On the left side of the Workspace screen, under My Current Actions, there should be a "Submit" button. Click on that button to send the protocol for pre-review	