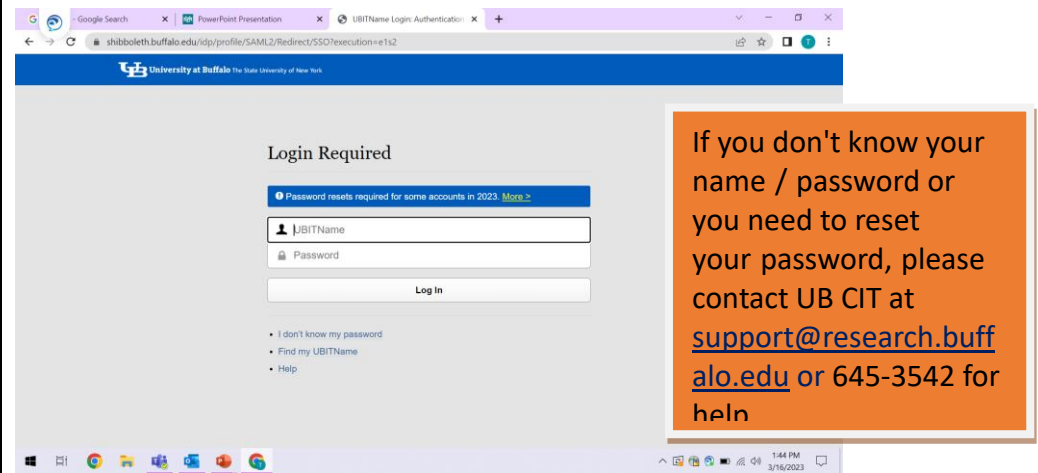
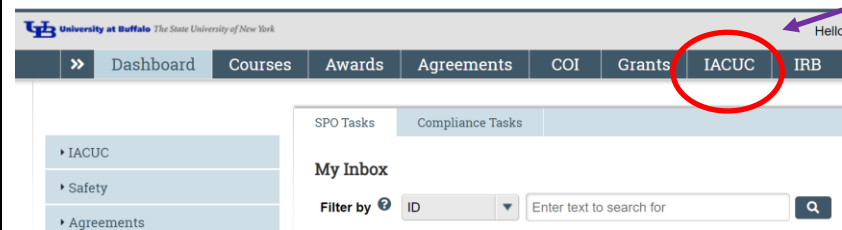


Quick Reference Guide: How to Edit an Experiment

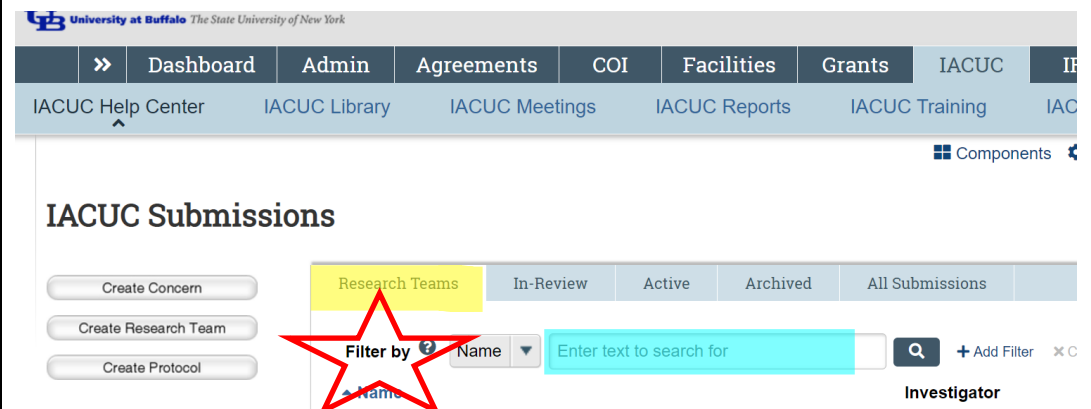
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page

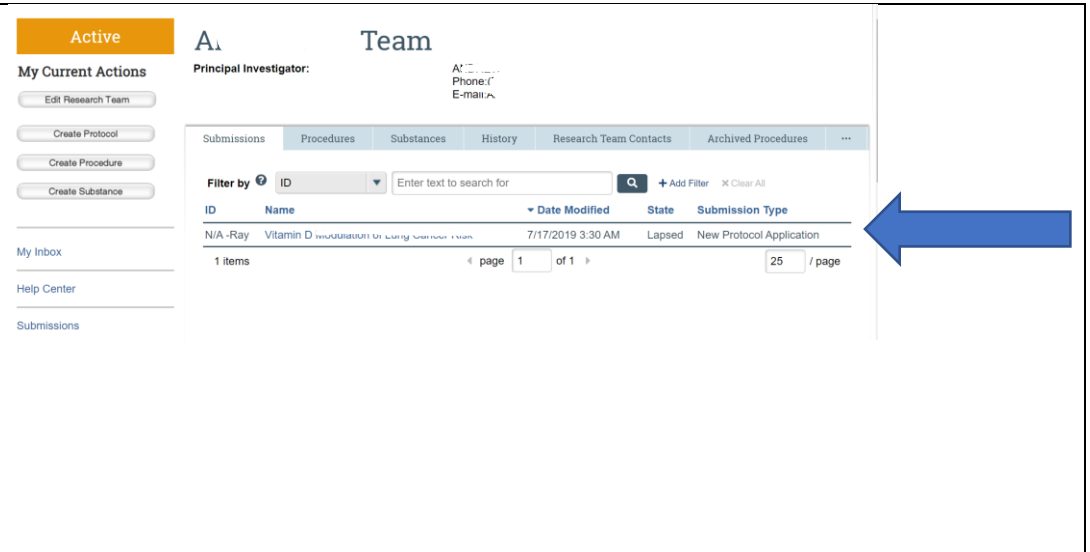


3. Click on your Research Team – You can filter the Team Names for an easier find



Quick Reference Guide: How to Edit an Experiment

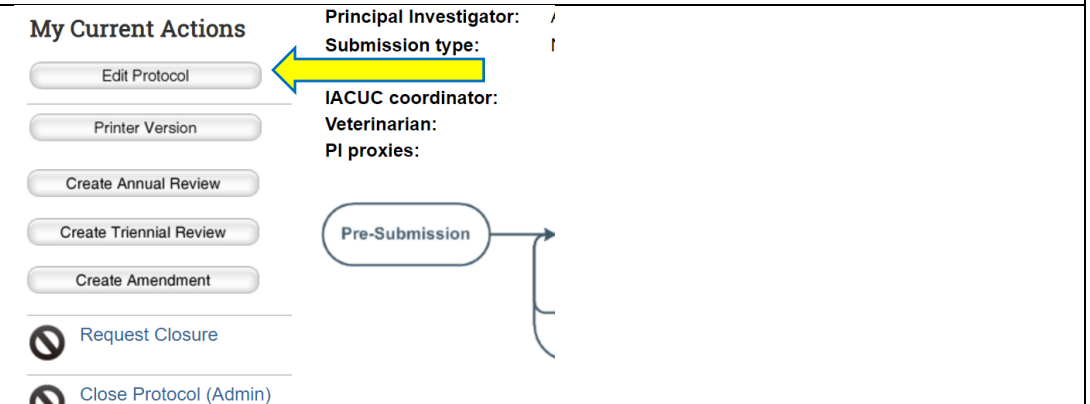
4. Find your protocol, triennial review, or amendment in the list of **Submissions**. Click on the **Name** to open the Workspace.



The screenshot shows the 'Active Team' interface. On the left, there are 'My Current Actions' (Edit Research Team, Create Protocol, Create Procedure, Create Substance) and 'My Inbox' (Help Center, Submissions). The main area displays a table of submissions with columns for ID, Name, Date Modified, State, and Submission Type. A blue arrow points to the 'Name' column header.

ID	Name	Date Modified	State	Submission Type
N/A-Ray	Vitamin D multivalent...	7/17/2019 3:30 AM	Lapsed	New Protocol Application

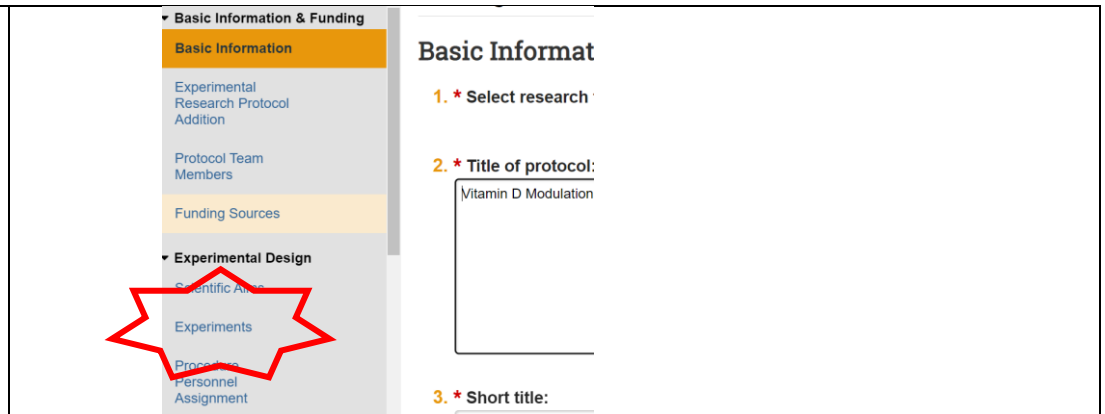
5. Click on **Edit Protocol, Edit Triennial Review, or Edit Amendment** as appropriate.



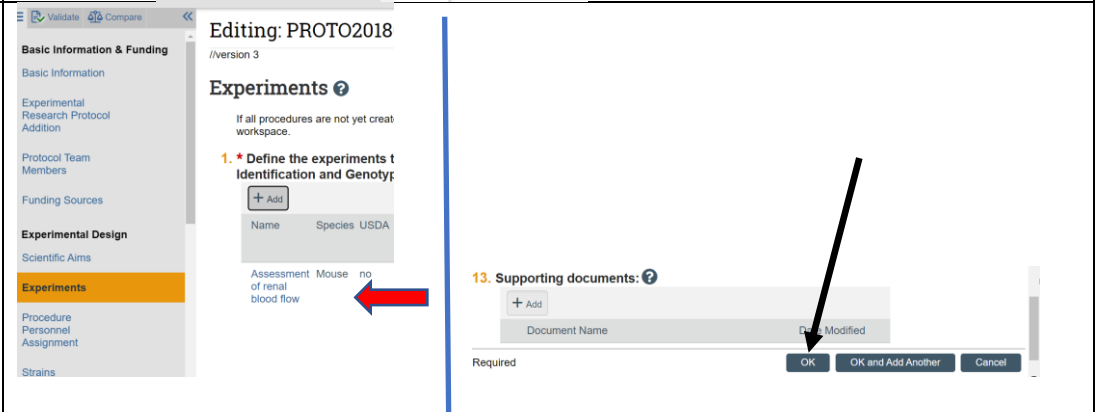
The screenshot shows the 'My Current Actions' section with buttons for 'Edit Protocol', 'Printer Version', 'Create Annual Review', 'Create Triennial Review', and 'Create Amendment'. Below these are 'Request Closure' and 'Close Protocol (Admin)'. To the right, there are fields for 'Principal Investigator:', 'Submission type:', 'IACUC coordinator:', 'Veterinarian:', and 'PI proxies:'. A yellow arrow points to the 'Edit Protocol' button, and a 'Pre-Submission' button is circled with a hand-drawn arrow pointing to the right.

Quick Reference Guide: How to Edit an Experiment

6. Once inside the application, navigate to the **Experiments** page of the SmartForms.



7. Click on the **Name** of the **Experiment** you wish to edit. In the window that pops up, make the changes that you need to. Click **OK** when you have finished to close the window.



8. Click “Save” and then “Exit” or “Finish” when done.

