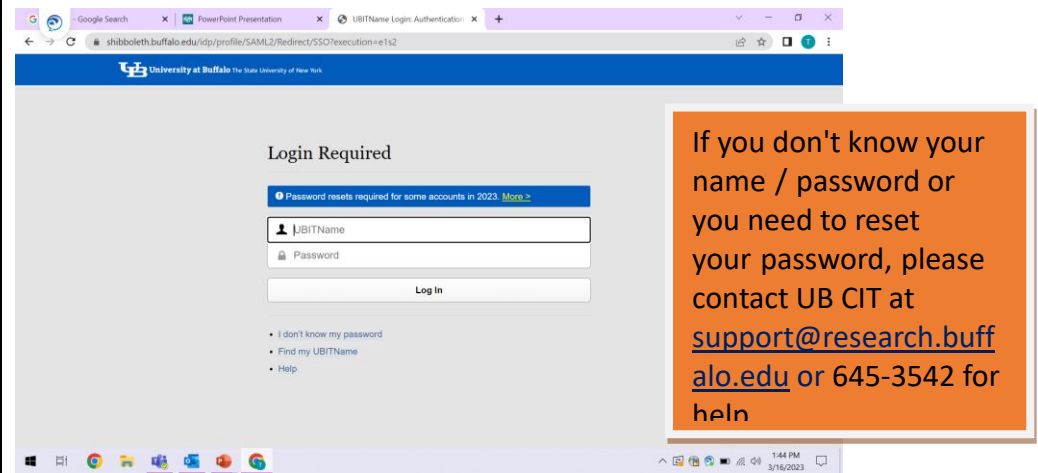
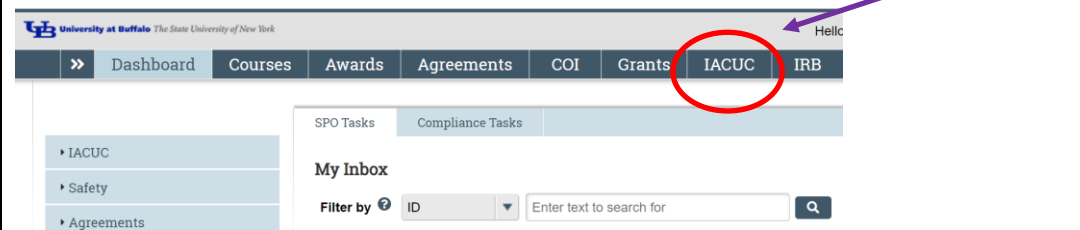


Quick Reference Guide: How to Edit an Experiment

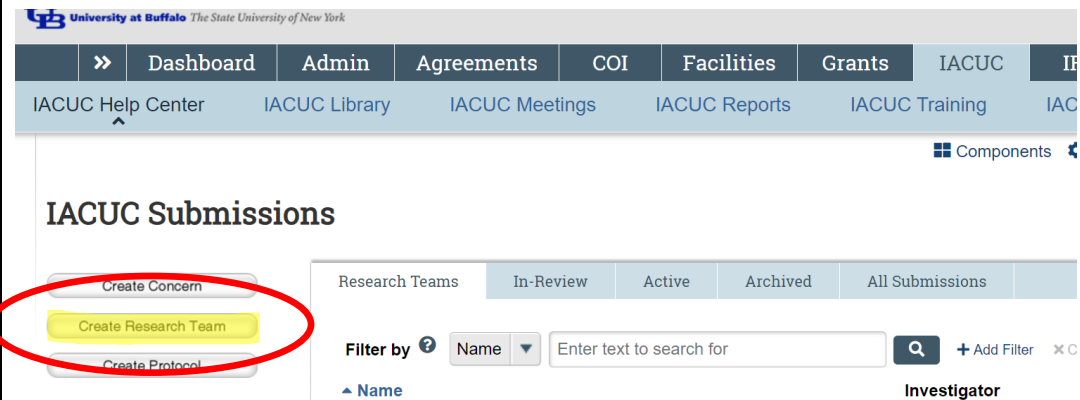
1. Log in to Click with UBIT name and password



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



3. Click on Create your Research Team



Quick Reference Guide: How to Edit an Experiment

4. Complete the SmartForm

NOTE: Required fields are marked with an asterisk (*)

Enter a **Name** for the **Research Team**. The **Name** should easily identify this specific **Research Team** to you. The IACUC will be able to view all **Research Team Names**.

Click the **Select** button to assign the **Principal Investigator (PI)**. Select the **PI**, and then click **OK**.

Creating New: ClickResearchTeam

Research Team Information

- * Research team name:
- * Principal Investigator:
- Team members:

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone
There are no items to display					
- Team default species:

5. Click the **Add** button to select **Team Members**.

Click the **Select** button and enter the individual's **Last Name**.

Click the **Go** button, select the appropriate person, and then click **OK**.

Answer questions 2-4

Click **OK** if you are finished, or **OK and Add Another** to add more members.

NOTE: You do not need to add the PI as a Team Member.

Add Study Team Member

- * Select the protocol team member:
- * Does the person have an animal handling role? Yes No [Clear](#)
- * Is this individual authorized to order animals? Yes No [Clear](#)
- * Role in research:(check all that apply)
 - Lab Manager
 - Co-Investigator
 - Research Assistant
 - Student
 - Technician

Required

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6. Click **Select** to identify a **Team Default Species**.

Enter the **Common Name** for the species.

Click **Go**.

Select the appropriate **Species**,

Click **OK**.

Creating New: ClickResearchTeam

Research Team Information

- * Research team name:
- * Principal Investigator:
- Team members:

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone
There are no items to display					
- Team default species:

7. The **Research Team** will now appear on the **Research Teams** tab.

IACUC Submissions

Create Concern
Create Research Team
Create Protocol

My Inquiries
Help Center
Submissions
Concerns

Research Teams | In-Review | Active | Archived | All

Filter by Name

Name
NCS+
_ClickResearchTeam - 1/29/2019 4:52:15 PM
_ClickResearchTeam - 10/15/2018 6:18:42 PM
_ClickResearchTeam - 11/22/2021 2:04:08 PM
_ClickResearchTeam - 11/4/2021 5:48:57 PM
ABP lab