**Create a Research Team (PI)**

**Work Instructions:**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top and then the **Create Research Team** button to create a new research team.
3. Type a name for the research team and then select the team’s PI.

*Note: If you are not the PI, add yourself as a team member if you are going to create team procedures and substances.*

1. Add team members.

*Note: Research team members can create and edit all procedures and substances created by the research team, however, they can only edit submissions for which they are also members of that protocol’s team.*

1. Select the default species. This can be changed later.
2. Click **OK**. You are taken to the research team workspace.