**Assign a Coordinator – Ownership of a Submission**

**Work Instructions:**

Any IACUC staff member – an ***IACUC Coordinator*** or ***Directo***r, for example - can take ownership of a submission to ensure it moves through the review process in a timely manner. They can also reassign it to another staff member at any time (e.g., to balance workloads).

To assign an ***IACUC Coordinator***:

1. Log into the Click Portal.
2. Click the **IACUC** tab at in the navigation menu.
3. Click the **In-Review** tab. Locate the appropriate submission, and click on its **Name**.
4. Click **Assign Coordinator** on the left, under **My Current Actions**.
5. Click the **Select** button, and select yourself or another coordinator.
6. Click **OK**.

The selected ***IACUC Coordinator*** will see the submission in **My Inbox** when action is required. They can perform activities to move the submission through the IACUC review process.