**Assign Coordinators – Ownership of a Submission**

**Work Instructions:**

Any IACUC staff member (coordinators or director, for example) can take ownership of a submission to ensure it moves through the review process in a timely manner. Any IACUC staff member can also reassign it to another staff member at any time (e.g., to balance workloads).

To assign a coordinator:

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click **Assign Coordinator** on the left.
4. Select yourself or another coordinator.
5. Click **OK**.

The coordinator will see the submission in My Inbox when action is required and can perform activities reserved for the assigned coordinator to move the submission through the IACUC process.