**Create a Protocol (PI): Procedure(s)**

**Work Instructions:**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top and then select your research team from the **Research Teams** tab.
3. From your research team workspace, check for existing procedures in the standard library. Procedures in the standard library are approved by your institution and can be used by any research team.
   * If the procedure you require is listed, review the procedure details to make sure that it is appropriate.
     1. Click the procedure name.
     2. In the procedure’s workspace, click the **View Procedure** button.
     3. If the procedure is appropriate, you don’t have to do anything. You will include it when you create an experiment.
     4. If the procedure is not appropriate, but would require few changes, select **Copy Procedure.**
     5. Click the **Edit Procedure** button, make the necessary changes, then click **Finish.** The new procedure will be available when you create your protocol.
   * If the procedure you require is not listed, proceed to step 4.
4. To create a team procedure, from your research team workspace, click the **Create Procedure** button.
   * Complete the form.
   * Note that your answers will trigger other questions or pages to be added to the SmartForm. For example, if for **2. Select procedure type** you select Behavioral, then the Behavioral Procedures page is added to the SmartForm.
   * When done, click **Finish**. You will be taken to your research team page. The new team procedure you created will be available when you create an experiment.