**Create a Protocol (PI): Substance(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 substances in the standard library. Substances in the standard library are approved by your institution and can be used by any research team.
	* If the substance you require is listed, review the item details to make sure that it is appropriate.
		1. Click the item name.
		2. In the substance’s workspace, click the **View Substance** button.
		3. If the substance is appropriate, you don’t have to do anything. You will include it when you create a procedure.
		4. If the substance is not appropriate, proceed to step 4 where you’ll create a new team substance.
	* If the substance you require is not listed, proceed to step 4.
4. To create a team substance, from your research team workspace, click the **Create Substance** 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.