**Create a Protocol: Procedures**

**Work Instructions:**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Select your **Research Team** from the **Research Teams** tab.
3. From the workspace, check for existing procedures in the standard library by clicking the **Procedures** tab. **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’s** details to make sure that it is appropriate.
		+ Click the **Procedure’s** **Name**.
		+ In the **Procedure’s** workspace, click the **View Procedure** button.
		+ Use the **Continue** button to scroll through the **SmartForms**.
		+ If the **Procedure** is appropriate, you don’t have to do anything. You will include it when you create an experiment. Click the **Exit** button to return to the workspace.
		+ If the **Procedure** is not appropriate, but would require few changes, click the **Exit** button to return to the workspace and then click **Copy Procedure.**
* Enter a **New procedure name** and then click the **OK** button.
* Click the **IACUC** tab, and then select your **Research Team** from the **Research Teams** tab.
* Click the **Procedures** tab and locate the copy by its **Name**. Click on the **Name**.
* 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.
1. To create a team procedure, select your **Research Team** from the **Research Teams** tab and then click the **Create Procedure** button.

*Required information fields are marked with an asterisk (****\*****)*

* + Complete the form.
		- Note that your answers will trigger other questions or pages to be added to the **SmartForms**. For example, if for **2. Select procedure type** you select ***Behavioral***, then the ***Behavioral Procedures*** page is added to the **SmartForms.**
	+ 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.