**Create a Protocol: Substances**

**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 substances in the standard library by clicking the **Substances** tab. **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 **Substance’s** details to make sure that it is appropriate.
		+ Click the **Substance’s Name**.
		+ In the **Substance’s** workspace, click the **View Substance** button.
		+ If the **Substance** is appropriate, you don’t have to do anything. You will include it when you create a procedure. Click the **Exit** button to return to the workspace.
		+ If the **Substance** is not appropriate, proceed to step 4 where you’ll create a new team substance. Click the **Exit** button to return to the workspace.
	* If the **Substance** you require is not listed, proceed to step 4.
4. To create a **Substance**, select your **Research Team** from the **Research Teams** tab and then click the **Create Substance** button.

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

* + Complete the **SmartForm**.
	+ When done, click **Finish**. You will be taken to your research team page. The new **Substance** you created will be available when you create an experiment.