**Create a Research Team**

**Work Instructions:**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Create Research Team** button.
3. Complete the **SmartForm**, paying special attention to the fields listed below.   
     
   **Note:** *Required fields are marked with an asterisk (\*).*
   * Enter a **Research Team Name.**
   * Click the **Select** button to assign the ***Principal Investigator (PI).*** Select the ***PI,*** and then click **OK.**
   * Click the **Add** button to select ***Team Members***.
     1. Click the **Select** button, and enter the individual’s **Last Name**.
     2. Click the **Go** button.
     3. Select the appropriate person, and then click **OK**.
     4. Indicate whether the person has an animal handling role.
     5. Indicate whether the person is authorized to order animals.
     6. Check the person’s **Role(s)** in the research.
     7. Click **OK** if you are finished, or **OK and Add Another** to add additional ***Team Members***.
   * Click **Select** to identify a **Team Default Species**.
     1. Enter the **Common Name** for the species, and then click **Go**.
     2. Select the appropriate **Species**, and then click **OK**.
4. Click the **OK** button. The **Research Team** will appear on the **Research Teams** tab.