**Manage Related Safety Protocols**

**Work Instructions:**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Locate the appropriate protocol from the **All Submissions** tab, and click on its **Name**.
3. Under **My Current Actions**, click on **Manage Related Safety Protocols**.
4. Complete the page, paying attention to the required fields listed below. You can navigate to the related **Safety Protocol** and retrieve the following information from the **Summary View**.

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

* **Safety Protocol ID\*:** This identification number is found in the Summary View, and includes all the numbers and letters prior to the colon.
* **Protocol type\*:** The choices here are ***Radiation***, ***IBC***, and ***Chemical***.
* **Short Title:** This is the Name of the Safety Protocol.
* Click **OK,** or **OK and Add Another** if you need to add additional protocols.

1. Add any **Comments** and/or **Supporting Documents**. Note that any **Comments** or **Supporting Documents** here do not become part of the submission, but they are included in the **History** tab.
2. Click the **OK** button. A reference to the **Related Safety Protocol(s)** will appear in the **History** tab.