Creating a Team Procedure

1. Log into Huron Research Suite, [https://GRAMS.IACUC.untsystem.edu](https://GRAMS.IACUC.untsystem.edu)
2. Select “IACUC”, and from the Submissions page, select the research team to which you want to add a team procedure:

3. Select “Create Procedure” from the left navigation.

4. Fill in the fields on the “Creating New: Procedure” smartform. All fields with a red asterisk are required. Click the button to complete all the smartform pages. Select the button when you are done.

5. The Team Procedure has been created and will display under the Procedures tab with a scope of “Team”.

6. To copy an existing team procedure to another one of your research teams, select from the “Actions” activity and select “copy procedure”.

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Fill in the new procedure information including the new procedure name and the research team you want to copy it to. Fill in the additional fields on the smartform pages. Click “OK”.

7. From the Submissions page, go to the Research Team that you are copying the procedure for and find the copied procedure under the “Procedures” tab.

8. Open the copied procedure and select “Edit Procedure” to adjust the procedure for this team.