

IACUC Quick Reference Guide



Creating a Research Team

1. Log into Huron Research Suite, <https://GRAMS.IACUC.untsystem.edu>
2. From the Dashboard select “Create”, and under the IACUC drop down select “Create Research Team”:

The screenshot shows the GRAMS dashboard with a navigation bar containing 'Dashboard', 'Facilities', 'Grants', and 'IACUC'. Below the navigation bar, there is a 'Page for Rebecca Simms (pi)' section. A 'Create' dropdown menu is open, showing options for 'Grants' and 'IACUC'. Under the 'IACUC' section, three options are listed: 'Create Concern', 'Create Research Team', and 'Create Protocol'. A red arrow points to the 'Create' dropdown, and another red arrow points to the 'Create Research Team' option. In the background, a 'My Inbox' table is visible with columns for 'ID' and 'Name'. A row is shown with ID 'TR20210000008' and Name 'Triennial Review for IPROTO202100000140'.

3. Fill in the fields on the “Creating New Research Team” smartform. All fields with a red asterisk are required. You can also add additional team members and a default species for this team.



Select the **Finish** button when you are done.

4. The Research Team has been created. Standard procedures and substances can be selected from the tabs, as well as training data for each member of the team.

The screenshot shows the 'Simms Research Team' page. The navigation bar includes 'Dashboard', 'Facilities', 'Grants', and 'IACUC'. Below the navigation bar, there are sub-tabs: 'Submissions', 'Standard Library', 'Concerns', 'Meetings', 'Reports', and 'Help Center'. The main content area shows the team details for 'Simms Research Team' (TEAM00000461). The 'Principal Investigator' is Rebecca Simms (pi), with contact information: Phone: 503.123.4722, E-mail: pi@huronrest.com. There are several 'Next Steps' buttons: 'Edit Research Team', 'Create Protocol', 'Create Procedure', and 'Create Substance'. Below the team details, there are tabs for 'Submissions', 'Procedures', 'Substances', 'History', 'Research Team Contacts', 'Archived Procedures', 'Archived Substances', and 'Training'. A search filter is present with the text 'Filter by ID' and a search box. Below the search filter, there is a table with columns for 'ID', 'Name', 'Date Modified', 'State', and 'Submission Type'. The table is currently empty, displaying 'No data to display.' at the bottom. A pagination bar at the bottom shows 'page 1 of no results'.

5. On the left navigation, new procedures and substances can also be added to the team by selecting to “Create Procedure” or “Create Substance”. A member of the team can also “Edit Research Team” and “Create Protocol” from the team page.