

To add and/or remove personnel:

- Hover your cursor over “My Workspaces” in the upper right corner.
- Hover over or Click on “Study Assistant.”
- Click “View My Studies.”
- Under Actions, select Forms for the study you wish to add people to.

Click to open	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions
	Approved	Institutional Animal Care and Use Committee	IACUC 19526		Short Study Title Study Contact Test	Tulloch, Tegan N	History Items Forms Hide Copy Delete

- Choose “Start a New Submission” in the row with “Click here to add or remove personnel”

Submission Form List			
Select Action To Be Taken			
Initial Submissions	Version List	Start a new Submission	Edit Incomplete Submissions
Submit for Initial Review			
Submission Forms			
IACUC Forms	Version List	Start a new Submission	Edit Incomplete Submissions
Click Here to Modify an Approved IACUC Protocol			
Click here to add or remove personnel			
Click Here to Submit Annual Review Form			

- You will need to answer **BOTH** questions as appropriate for the changes you are making.
- When you answer the first question, new items will load.
- To **ADD** personnel, click the green “add” button in the section you want to add them.

If applicable, please add the new Principal Investigator for the Study:

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

B) Research Staff

If applicable, please add any new Contact:

The Project Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

- Search for their name and click the green check mark next to it. **NOTE:** If personnel do not show up in the iRIS Directory, this is because they have never logged in to iRIS. Simply have them login to iRIS one time with their UofL credentials, then you will be able to locate them in the directory and add them to your protocol.
- To **REMOVE** personnel, you will scroll to the fourth yellow/tan heading as shown below and select "Select." This will bring up a list of current participants for you to choose which to remove.

If applicable, please select any existing Personnel you wish to remove:

Select

- After you have selected all personnel that you wish to add and/or remove, you will see the question **"Are any personnel being added to this project?"**
- **1.** Answer **yes** to this question if you have added any new personnel or wish to change the procedures for which existing personnel are responsible. New items will open.
- **2.** Select "Add a new row" for each participant that you are adding.
- **3.** Fill out the requested information.

1

Are any personnel being added to this project?

Yes No

Provide name(s) of individual(s) added and list the procedures they will perform related to this proposal. Each participant must be qualified to perform the procedures they are responsible for, or indicate how they will obtain sufficient training.

All Project Participants' experience should be included in the **IACUC Participant Training Log**. Please have Project Participants visit <http://louisville.edu/research/iacuc/training/participant-training-log> to fill out their training logs and/or update their information.

Add a new row Copy existing row(s) Delete selected row(s)

2

Participant

--none--

3 select all that apply

Will Manage Breeding Colony

Will Perform Euthanasia

List Specific Procedures to be performed

All relevant experience is included in **Participant Training Log**.

- Check the attestation statement at the bottom.

Please Note: All participants must complete **required IACUC training** before they will be approved as a project participant

1. Level II Training ("Working with the IACUC" in CITI Program)
2. Completion of the "Occupational Health and Safety Training for Animal Handlers" course in CITI Program
3. Submitting the Periodic Animal Contact Health Survey
4. All procedure related training and experience must be documented in each participant's **IACUC Participant Training Log**
5. Attend a Rodent Euthanasia Training Session, if responsible for euthanasia

Please visit the IACUC website for further details and instructions: <http://louisville.edu/research/iacuc/training>

As Principal Investigator (or designee), I attest that the Key Study Personnel selected for this study have, or will obtain, the necessary experience, training, and are proficient, or will be proficient, in performing all of the procedures listed above.

- Click "Save and Continue to Next Section" at the top.

Save and Continue to Next Section

- Click the "Signoff and Submit" button and follow the rest of the prompts.

Signoff and Submit

- Approve the submission and save signoff.

Stacy R Cantrell, B.S. as Principal Investigator
do you Approve or Deny this submission?

Approve Deny

Comments:

Click here to add comments.

Save Signoff

NOTE: Participants cannot begin work on a protocol until a Participant Approval letter has been received from iRIS.

For reference, the full form is shown below.

1.0 Change Proposal Personnel

1.1 Please use the following form to add or remove personnel (project participants).

Does this request involve a change to the Principal Investigator?

Yes No

Study Personnel Request

Please note: Only the Project Contact(s) will receive all system notifications (both emails and dashboard alerts) along with the Principal Investigator. Project contacts will typically include **IACUC Protocol Managers**, Study Coordinators, or Research and Business administrators.

Any Project Contacts must also be included in either A or B below in order to work with animals.

If applicable, please add the new Principal Investigator for the Study:

Add

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

Add

B) Research Staff

Add

If applicable, please add any new Contact:

Add

The Project Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

If applicable, please select any existing Personnel you wish to remove:

Select

Are any personnel being added to this project?

Yes No

Provide name(s) of individual(s) added and list the procedures they will perform related to this proposal. Each participant must be qualified to perform the procedures they are responsible for, or indicate how they will obtain sufficient training.

All Project Participants' experience should be included in the **IACUC Participant Training Log**. Please have Project Participants visit <http://louisville.edu/research/iacuc/training/participant-training-log> to fill out their training logs and/or update their information.

Add a new row			Copy existing row(s)	Delete selected row(s)
<input type="checkbox"/>	Participant --none-- <input type="checkbox"/> Select all that apply <input type="checkbox"/> Will Manage Breeding Colony <input type="checkbox"/> Will Perform Euthanasia	List Specific Procedures to be performed <input type="text"/>	All relevant experience is included in Participant Training Log .	

Please Note: All participants must complete **required IACUC training** before they will be approved as a project participant

1. Level II Training ("Working with the IACUC" in CITI Program)
2. Completion of the "Occupational Health and Safety Training for Animal Handlers" course in CITI Program
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As Principal Investigator (or designee), I attest that the Key Study Personnel selected for this study have, or will obtain, the necessary experience, training, and are proficient, or will be proficient, in performing all of the procedures listed above.