

## Health Report Contacts in eIACUC

In order to ensure health reports are sent to the correct lab personnel, please ensure that the **Define Procedure Personnel** page of the protocol is updated with current laboratory staff. All lab members performing animal procedures listed on a protocol should be included on the **Define Procedure Personnel** page, and those that have left the laboratory permanently should be removed. This guide details how to add and remove personnel.

Please Note:

- Personnel additions and removals can be submitted in the same amendment, however personnel additions should not be combined with any other amendment type (such as an experimental addition), as that will drastically slow down the personnel approval process.
- Personnel removals can be submitted with any other amendment type (such as an experimental addition), as there is no training verification process for removing personnel.

More protocol entry and removal guides are available at <https://iacuc.northwestern.edu/guides/>

## Health Report Contacts in eIACUC

### Personnel Removal

A two-step process is required in order to fully remove personnel from both the **PI Library** and **individual protocols**.

#### Step One: Removal from PI Library

When a lab member has left the lab and will not return, it is best to first remove them from the PI Library so they cannot be selected to perform procedures in the future.

To do so, first click “**Edit Lab Members**” in the PI Library:

[My Home](#)
[PI Labs](#)
[Animal Operations](#)
[IACUC Studies](#)
[Procedures](#)
[Substances](#)
[Committee](#)
[Researcher Profiles](#)
[Re](#)

PI Labs > Mandy Kozlowski Lab

Manage:

[Edit Lab Members](#)
[Create Personnel Amendment\(s\)](#)
[Batch Amend Procedures or Substances](#)

[Create Substance](#)
[Create Procedure](#)
[Create IACUC Study](#)

Lab PI: Mandy Kozlowski

[Members](#)
[Substances](#)
[Procedures](#)
[Protocols](#)
[Member Training](#)

Lab Members	
Lab Member	Title
Barajas, Elizabeth	IACUC Coordinator
Bittner, Stefanie	IACUC Coordinator
Dunlap, Jeremiah	
Funk, Jesse	Senior Operations Analyst
Kozlowski, Mandy J	IACUC Director

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A pop-up window will then appear and “Delete” can be selected on the right-hand side:

Edit Lab Members

1. Add, remove, or edit members of this lab:

Add

	Name	Qualified for these Procedures	
Update	Elizabeth Barajas		Delete
Update	Stefanie Bittner		Delete
Update	Jeremiah Dunlap		Delete
Update	Jesse Funk		Delete
Update	Mandy Kozlowski		Delete

If the lab member being deleted is listed as a Lab Editor, Emergency Contact, or PI Proxy, please ensure to click “Remove” and “Delete” under sections 2, 3, and 4 as applicable.

When finished, click “OK” at the bottom of the pop-up window. The lab member will be removed from the PI Library and will no longer populate when selecting personnel on the “Define Procedure Personnel” page.

If the lab member being deleted is still listed on the “Define Procedure Personnel” page within active protocols, amendments will need to be submitted in order to delete that lab member from each protocol.

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### Step Two: Removal from Protocols

As deleting lab members from the PI Library does not carry over into protocols automatically, an amendment must be submitted in order to remove lab members from specific protocols.

If the lab member has left the lab permanently, please ensure they are removed from the PI Library first as outlined on the first two pages of this guide and then continue below.

If the lab member is only being removed from a specific protocol yet will remain on other protocols, do not remove them from the PI Library first and only follow the steps below.

First, navigate to the applicable protocol and click **“Create Amendment”**

The screenshot displays the eIACUC Research Navigator interface. At the top, a navigation bar includes links for My Home, **PI Labs**, Animal Operations, IACUC Studies, Procedures, Substances, Committee, Researcher Profiles, and Reports. Below this, a breadcrumb trail shows the path: PI Labs > Mandy Kozlowski Lab > Test Protocol for Funding.

On the left side, under the 'Go to:' section, there are five colored circles representing different navigation options. Below this, the 'Current State' is shown as 'Approved' in a yellow box. A list of actions includes 'View IACUC Study', 'Print Preview', 'View Differences', and 'Create Amendment', which is highlighted with a red circle.

The main content area shows the protocol details for 'Study: Test Protocol for Funding (IS00013645)'. It includes fields for PI (Mandy Kozlowski), Date Modified (5/11/2020 11:53 AM), Original Approval Date, Expiration Date, Full Committee Review, Meeting, and Latest Approval Date.

Below the protocol details is a flowchart illustrating the review process: Pre-Submission leads to Coordinator Review, which leads to Designated Review. From Designated Review, the process can go to Coordinator Determination, which leads to Review Complete. Alternatively, from Coordinator Review, it can go to Changes Required, which leads back to Pre-Submission. From Coordinator Determination, it can go to Returned for Modifications, which leads back to Designated Review.

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Then select “**Personnel Change**,” and enter a brief description of the lab member(s) being removed.

**1.0 \* Type of change this amendment is making** (check all that apply):

- ☐ Fellowship/Salary Award
- ☐ Project Title Change
- ☐ Funding Change
- ☐ Species Replacement or Addition
- ☐ Change in Scope/Animals Numbers/Project Aims
- ☐ Experimental Procedure Addition(s)/Removal(s)
- ☐ Change in Laboratory Location
- ☐ Satellite Facility Request
- ☒ Personnel Change
- ☐ Change in Anesthesia, Analgesia or Sedation (VVC)
- ☐ Change in Experimental Substance (VVC)
- ☐ Change in Euthanasia Method (VVC)
- ☐ Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedures (VVC)
- ☐ Change in Stock, Strain or Genetic Modifications (VVC)
- ☐ Other Changes

**2.0 \* Description of Changes** - briefly summarize the changes:

Removing Jesse Funk from all procedures listed.

Click “**Continue**,” then “**Finish**” on the following page.

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## Health Report Contacts in eIACUC

The amendment “face page” will then be displayed:

My Home	PI Labs	Committee	Researcher Profiles	Class Training
PI Labs >				
<b>Current State</b> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <div style="border: 2px solid red; padding: 2px; text-align: center;">Edit Amendment</div> <div style="border: 2px solid red; padding: 2px; text-align: center;">Edit Modified Study</div> <div style="padding: 2px; text-align: center;">Print Preview</div> <div style="padding: 2px; text-align: center;">View Differences</div>		<b>Amendment : Amendment 4 for IACUC Study #IS00000468</b> <b>PI:</b> <b>Amendment #:</b> IS00000468_IM4 <b>Date Created:</b> 1/15/2015 3:56 PM <b>Written Summary:</b> <b>Type of change this amendment is making:</b> Adding John Smith to protocol IS00000XXX, who will perform Euthanasia and Breeding procedures.		
<b>My Activities</b> <div style="border: 2px solid red; padding: 2px; text-align: center;">Submit</div> <div style="text-align: center;">← Withdraw</div>		<div> <div>History</div> <div>Reviewer Notes</div> <div>Reviewers</div> <div>Attachments</div> </div> <div>Activity</div> <div>Submitted Amendment</div> <div>Created Amendment</div>		

Click **“Edit Amendment”** to edit the amendment summary if necessary.

Click **“Edit Modified Study”** to edit the protocol and remove the lab member(s). Navigate to the **“Define Procedure Personnel”** page and remove the lab member(s) from each applicable procedure. Please also check the **“Study Personnel”** page to ensure the lab member(s) being removed is not listed as a PI Proxy. Save and Exit.

When finished removing the applicable lab members, click **“Submit”** to submit the amendment to the IACUC Office.

## Personnel Addition

- You must first add new personnel to the PI Library, just like a substance or procedure.
- Click **"Edit Lab Members"** within the PI Library, then click **"Add"** in the pop-up and type the personnel name.
- You may attach the procedures performed by that person at that time at the time of addition to the lab or via the **"Update"** button.



- After clicking **"OK,"** the new personnel will be in the PI Library. Or, you may click **"OK and Add Another"** to add multiple personnel.
- Once all desired personnel are added, click **"OK"** at the bottom of the personnel pop up below the PI Proxy list.
- Next, click the **"Create Personnel Amendment(s)"** link below **"Edit Lab Members."** You will then see a text box called **"Requested Personnel Changes"** where you can add a brief description of the amendment (e.g. "Adding John Smith to protocol(s) XXXX, performing procedures XXXX.") Then simply click the boxes next to the protocols you are adding the personnel to under the **"Studies to Amend"** heading.

## Health Report Contacts in eIACUC

- Then navigate to the home page of the protocol you are amending (if you are amending multiple protocols at once, you will need to complete this step for each protocol), and click on the “**View Amendment Workspace**” link under the History tab:

My Home PI Labs Committee Researcher Profiles Class Training

PI Labs >

**Current State**

**Approved**

View IACUC Study

Print Preview

View Differences

**My Activities**

Assign Ownership

Study: ( )

PI:

Date Modified: 12/29/2014 2:07 PM

Original Approval Date: 12/5/2014

Expiration Date: 12/4/2017

```

graph LR
    PreSubmission([Pre-Submission]) --> VetPreReview([Veterinarian Pre-Review])
    VetPreReview --> CoordReview([Coordinator Review])
    CoordReview --> ChangesRequired([Changes Required])
    ChangesRequired --> PreSubmission
    CoordReview --> DesignatedReview([Designated Review])
    DesignatedReview --> CoordDetermination([Coordinator Determination])
    CoordDetermination --> ReturnedForMod([Returned for Modifications])
    ReturnedForMod --> CoordReview
    CoordDetermination --> ReviewComplete([Review Complete])
  
```

**History** Attachments Reviewer Notes Amendments Reviewers

Activity Activity Date

Amendment Opened 12/29/2014 2:07 PM

View Amendment workspace

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- This will take you to the home page for the amendment, where you may edit the amendment form itself via the **“Edit Amendment”** link on the left-hand side (this allows you to edit the written summary and/or type of change the amendment is making), or edit the protocol via the **“Edit Modified Study”** link, also on the left-hand side:

My Home PI Labs Committee Researcher Profiles Class Training

PI Labs >

**Current State**

Amendment : Amendment 4 for IACUC Study #IS00000468

PI:

Amendment #: IS00000468\_IM4

Date Created: 1/15/2015 3:56 PM

Written Summary:

Type of change this amendment is making:

Adding John Smith to protocol IS00000XXX, who will perform Euthanasia and Breeding procedures.

History Reviewer Notes Reviewers Attachments

Activity

Submitted Amendment

Created Amendment

My Activities

Submit

Withdraw

- Before hitting the **“Submit”** button to send the amendment to the IACUC for review, click **“Edit Modified Study”** and navigate to the **“Define Procedure Personnel”** page within the protocol. There you can attach the new personnel to the procedures he or she will be performing, which will finally bring the new personnel into the protocol and the amendment. You may also remove personnel who have left the laboratory at this stage.