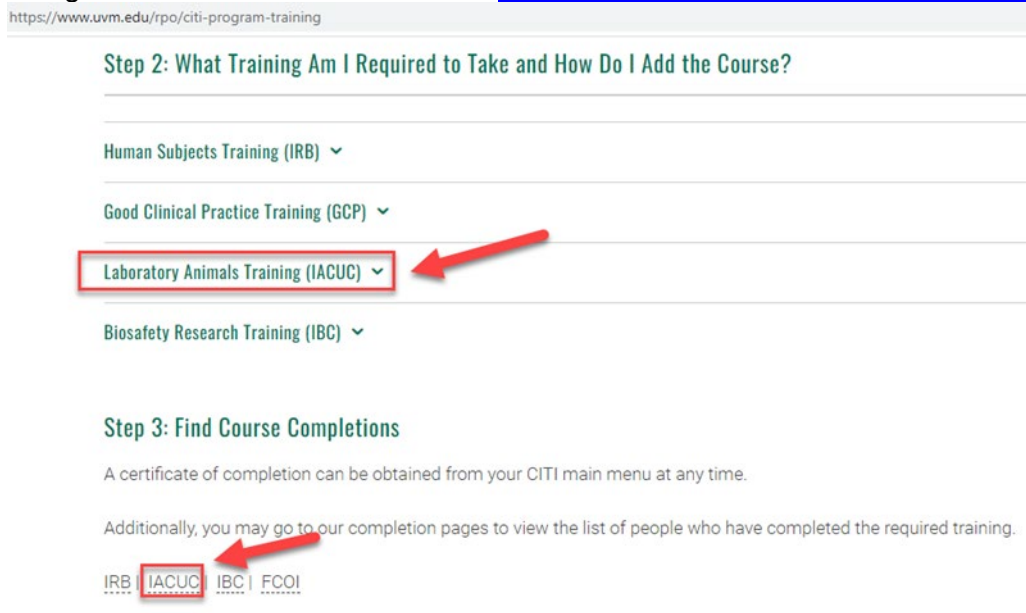


How to Add and/or Remove Personnel

STOP! Before adding a new personnel member onto your IACUC protocol, please ensure they've completed these required trainings:

- (1) CITI General Lab Animal Training*
- (2) CITI Animal-Specific Course(s)*
- (3) Animal Handler Occupational Health Questionnaire**

*CITI Program training instructions can be found here: <https://www.uvm.edu/rpo/citi-program-training>



<https://www.uvm.edu/rpo/citi-program-training>

Step 2: What Training Am I Required to Take and How Do I Add the Course?

Human Subjects Training (IRB) ▾

Good Clinical Practice Training (GCP) ▾

Laboratory Animals Training (IACUC) ▾ ←

Biosafety Research Training (IBC) ▾

Step 3: Find Course Completions

A certificate of completion can be obtained from your CITI main menu at any time.

Additionally, you may go to our completion pages to view the list of people who have completed the required training.

IRB | **IACUC** | IBC | FCOI ←

**Occupational Health Requirement instructions can be found here (please note there are different instructions for employees and students): <https://www.uvm.edu/rpo/iacuc-citi-training-and-occupational-health-requirements>

What Training Am I Required to Take and How Do I Add the Course?

LABORATORY ANIMALS TRAINING (IACUC) ▾

Occupational Health and Safety Program

GENERAL INFORMATION ▾

ANIMAL HANDLER OCCUPATIONAL HEALTH QUESTIONNAIRE ▲

IF YOU ARE AN EMPLOYEE:

The Animal Handler Occupational Health Questionnaire can be accessed by following [this link](#).

IF YOU ARE A STUDENT:

The Animal Handler Occupational Health Questionnaire can be accessed by following [these instructions](#).

1. Once the individual has completed **ALL** the required trainings, log in to UVMClick and click “Create Amendment” on the left-hand side of the screen:

Dashboard	Agreements	COI	Facilities	Grants	IACUC
Submissions	Standard Library	Concerns	Inspections	Meetings	Reports
				Training	...

- Approved
- Next Steps
 - View Protocol
 - Printer Version
 - Create Annual Review
 - Create Triennial Review
 - Create Amendment**
 - Suspend
 - Request Closure
 - Close Protocol (Admin)
 - Send Letter
 - Select Letter Signer
 - Prepare Letter
 - Assign Coordinator
 - Assign Primary Contact
 - Assign PI Proxy
 - Manana Guest List

IPROTO20220000007

Instructions

Principal investigator: Abbey Dattilio
Submission type: New Protocol Application
Primary contact:
IACUC coordinator: Abbey Dattilio
Consulted vet: Ida Washington Durkin
Effective date: 11/1/2022
Admin office: IACUC
PI proxies:
There are no proxies to display

Letter: Correspondence_for_IPROTO2022000000
Protocol type: Experimental Research
Approval date: 11/1/2022 (IPROTO202200000007 - Ins
Latest approval date: 11/1/2022 (IAMEND20220000000
IPROTO202200000007)
Last day of annual review period:
Last day of triennial approval period: 10/31/2025

Click here to start a personnel change



History	Experiments	Animal Counts	Documents	Reviews	Contacts	Snapshots	Training
Filter by Activity <input type="text" value="Enter text to search for"/> + Add Filter X Clear All							
Activity						Author	▼ Activi
Submission Copied						Dattilio, Abbey L.	11/9/20
New Copy: IPROTO202200000011 Instructions V9							
Triennial Review TR202200000003 closed (Discarded)						Dattilio, Abbey L.	11/3/20

2. On the Amendment Summary section, answer the required questions and click “Continue” when it’s complete:

Amendment Summary

Go to forms menu Print Help

Only one amendment can be active at one time.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
There are no items to display			

1. * Amendment short title: ?

Amendment for IPROTO202200000007

Title can be changed or left as is.

2. * Describe the changes: ?

Adding Benedek Erdos to the roster.
Removing Donna Silver from the roster.

Please list the names of personnel being added or removed

3. * Describe the rationale for changes in animal numbers, species or procedures. changes.

Benedek Erdos is starting a new position in the lab.
Donna Silver has left the University.

Provide a brief explanation for changes.

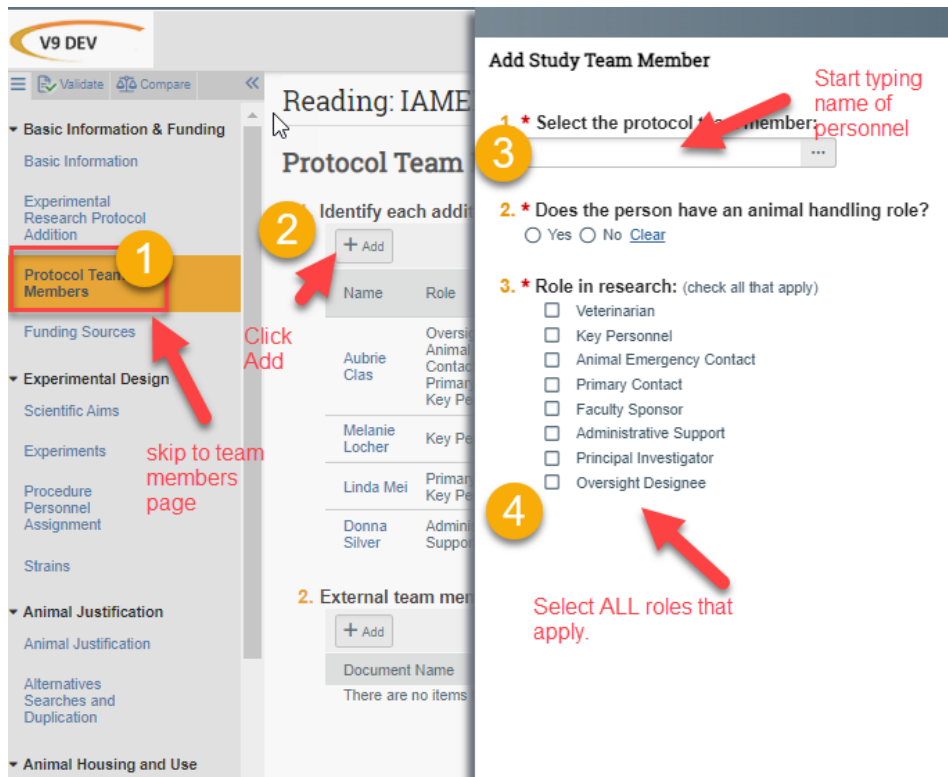
4. * Is this a new project with a new/additional funding source?

Yes No [Clear](#)

Click continue when this page has been completed.

Exit Save Continue

3. Skip to the Protocol Team Members section and click "+ Add" to add a new member:



a. To remove a member, click on the "X" on the far right of the name:

Reading: IAMEND202200000005 ◀ Go to forms menu ▶

Protocol Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

+ Add						
Name	Role	Involved in Animal Handling	E-mail	Phone	Department	
Aubrie Clas	Oversight Designee Animal Emergency Contact Primary Contact Key Personnel	yes	Aubrie.Clas@uvm.edu	+1 8026561282	Research Protections Office	⊗
Benedek Erdos	Animal Emergency Contact Key Personnel	yes	Benedek.Erdos@uvm.edu	+1 8026560988	Pharmacology	
Melanie Locher	Key Personnel	yes	Melanie.Locher@uvm.edu	+1 8026565249	Research Protections Office	
Linda Mei	Primary Contact Key Personnel	yes	Linda.Mei@uvm.edu	+1 8026568832	Surgery	
Donna Silver	Administrative Support	no	Donna.Silver@uvm.edu	+1 8026568804	Research Protections Office	⊗

Click "X" to remove personnel



2. External team member information: ?

+ Add

- Once you have completed the addition and removal of member(s), click “Save” and “Exit” on the bottom right of the screen.
- To check the completed and missing training records of the members before submitting the amendment for processing, click on the “Training” tab. This will show the completion dates and expiration dates of the completed CITI trainings and occupational health clearances, and any missing trainings:

- You can now submit this amendment for processing by clicking the “Submit” button on the left-hand side of the screen:

Activity	Author	Activity Date
Minor Version Increment	Dattilio, Abbey L.	11/17/2022
Amendment Created	Dattilio, Abbey L.	11/17/2022

- Note:** An amendment to add any new members can't be processed for approval until all the required trainings are completed. If a member is missing any required trainings, the submission will be moved to the Clarifications Requested state, outlining the outstanding trainings.