

Add Personnel to a Protocol

This procedure is to be used for addition of personnel to existing protocols. If other revisions to the protocol are necessary at the same time, they will require Committee review and approval. All protocol submissions are paperless and will be sent to the ACUC Office electronically once your protocol has been submitted.

1. Add personnel to the protocol on-line at <https://vprgsecure.web.virginia.edu/acuc/>. Log in with your Netbadge login ID and password. Select **PI and PI Associate Access**. A general information page will appear. After reading the page, press the **Click Here** option at the bottom to enter the online protocol system. There is a list of approved PI Associates and a table of all your protocols color coded by status. Find the "Approved" (green) protocol to which you want to add personnel and click the link to **Print/Copy/Modify**. Since you only need to add personnel, go to **Option 3** and select **Copy to Edit Animal Handlers ONLY**. Add animal handler(s) to the appropriate Species Procedure(s). If other modifications are needed in addition to animal handler changes, click **Copy to Edit ANY/ALL Parts of Protocol** to modify the entire protocol. (If you cannot access the online protocol, contact the ACUC Office at 4-0405 for assistance.)
2. Make sure that the new person has completed his/her health evaluation at either WorkMed (employees) or Student Health (students). See <http://www.virginia.edu/vprgs/iacuc/ochealth.html> for further information.
3. All individuals listed on the protocol must complete the required training, which depends on the species being used and what procedures are being performed. All new individuals are required to attend the Orientation Seminar. Information and registration instructions for all training classes are available at <http://www.virginia.edu/vprgs/animalwelfare>. (Use the Training Requirements decision tree to determine which training program components are required and which are optional.)
4. As soon as the new individual has completed the training and occupational health requirements and all other requirements have been met, the ACUC office will administratively approve the animal handler and revised protocol.

5. The PI will receive an e-mail confirmation when the newly added individual is approved to begin animal work. *** **IMPORTANT: Simply adding an individual's name to a protocol does NOT mean the individual is cleared to conduct animal work.** The new person may begin working with animals only after approval has been received from the ACUC Office. Please contact the ACUC Office at 4-0405 if you have any questions regarding an individual's approval status.

6. An updated protocol will be maintained in the PI's file in the ACUC office. The PI should retain an updated version of the protocol in his/her lab.