

Personnel Removal in eIACUC

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:

The screenshot shows the eIACUC web interface. At the top, there is a navigation bar with tabs: My Home, **PI Labs**, Animal Operations, IACUC Studies, Procedures, Substances, Committee, Researcher Profiles, and Re. Below this, a breadcrumb trail reads "PI Labs > Mandy Kozlowski Lab".

On the left side, there is a "Manage:" menu with the following options: "Edit Lab Members" (circled in red), "Create Personnel Amendment(s)", and "Batch Amend Procedures or Substances". Below the menu are three buttons: "Create Substance", "Create Procedure", and "Create IACUC Study".

On the right side, the page title is "Lab PI: Mandy Kozlowski". Below this is a tabbed interface with tabs for "Members", "Substances", "Procedures", "Protocols", and "Member Training". The "Members" tab is active.

Under the "Members" tab, there is a table titled "Lab Members" with the following data:

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

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

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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:

| | Name | Qualified for these Procedures | |
|---------------|-------------------|--------------------------------|---------------|
| Add | | | |
| 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 system 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 reads: PI Labs > Mandy Kozlowski Lab > Test Protocol for Funding.

On the left side, there is a 'RESEARCH NAVIGATOR' logo and a 'Current State' section with a yellow 'Approved' button. Below the state are buttons for 'View IACUC Study', 'Print Preview', 'View Differences', and 'Create Amendment' (which is circled in red).

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.

To the right of the details is a workflow diagram illustrating the review process. The steps are: Pre-Submission (with a dashed feedback loop to Veterinarian Pre-Review), Coordinator Review (with a feedback loop to Changes Required), Designated Review, Coordinator Determination (with a feedback loop to Returned for Modifications), and Review Complete.

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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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The amendment “face page” will then be displayed:

The screenshot displays the eIACUC system interface. At the top, there are navigation tabs: My Home, PI Labs, Committee, Researcher Profiles, and Class Training. Below the tabs is a breadcrumb trail: PI Labs >. The main content area is divided into several sections:

- Current State:** A yellow box is present, and the **Edit Amendment** button is highlighted with a red box.
- My Activities:** The **Submit** button is highlighted with a red box. Below it is a **Withdraw** button with a left-pointing arrow.
- Amendment Details:** The title is **Amendment : Amendment 4 for IACUC Study #IS00000468**. Below it are fields for **PI:**, **Amendment #:** IS00000468_IM4, and **Date Created:** 1/15/2015 3:56 PM. The **Written Summary:** section is titled **Type of change this amendment is making:** and contains the text: "Adding John Smith to protocol IS00000XXX, who will perform Euthanasia and Breeding procedures."
- History:** A tabbed interface with tabs for **History**, **Reviewer Notes**, **Reviewers**, and **Attachments**. The **History** tab is active, showing a list of activities: **Submitted Amendment** and **Created Amendment**.

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.

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