

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 shows 'PI Labs > Wild E. Cat Lab'. On the left side, there is a 'Manage:' section with a red circle around the 'Edit Lab Members' link. Below this are buttons for 'Create Substance', 'Create Procedure', and 'Create IACUC Study'. The main content area shows 'Lab PI: Wild E. Cat' and a tabbed interface with 'Members' selected. Below the tabs is a table titled 'Lab Members' with columns for 'Lab Member' and 'Title'. The table lists three members: Smith, John (IACUC Coordinator), Smith, Anne (IACUC Coordinator), and Smith, Paul.

Lab Member	Title
Smith, John	IACUC Coordinator
Smith, Anne	IACUC Coordinator
Smith, Paul	

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:

The screenshot shows a web interface titled "Edit Lab Members". Below the title is a section "1. Add, remove, or edit members of this lab:". There is an "Add" button and a table with two columns: "Name" and "Qualified for these Procedures". The table has five rows. Each row has an "Update" button on the left and a "Delete" button on the right. The row for "John Smith" is highlighted in yellow, and its "Delete" button is circled in red.

	Name	Qualified for these Procedures	
Update			Delete
Update			Delete
Update			Delete
Update	John Smith		Delete
Update			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 'My Home', 'PI Labs' (selected), 'Animal Operations', 'IACUC Studies', 'Procedures', 'Substances', 'Committee', 'Researcher Profiles', and 'Reports'. Below this, a breadcrumb trail shows 'PI Labs > Wild E. Cat Lab > Test Protocol for Funding'. The main content area shows the protocol title 'Study: Test Protocol for Funding (IS00013645)'. To the left, a 'RESEARCH NAVIGATOR' section contains five colored circles. Below it, the 'Current State' is 'Approved', and a list of buttons includes 'View IACUC Study', 'Print Preview', 'View Differences', and 'Create Amendment' (circled in red). To the right, a table lists metadata: PI: Wild E. Cat, Date Modified: 5/11/2020 11:53 AM, Original Approval Date, Expiration Date, Full Committee Review, Meeting, and Latest Approval Date. A workflow diagram at the bottom shows the process from Pre-Submission to Review Complete, with feedback loops for Veterinarian Pre-Review, Changes Required, and Returned for Modifications.

PI:	Wild E. Cat	Full Committee Review:
Date Modified:	5/11/2020 11:53 AM	Meeting:
Original Approval Date:		Latest Approval Date:
Expiration Date:		

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graph LR; A[Pre-Submission] --> B[Coordinator Review]; B --> C[Designated Review]; C --> D[Coordinator Determination]; D --> E[Review Complete]; B --> F[Changes Required]; F --> A; D --> G[Returned for Modifications]; G --> C; A -.-> H[Veterinarian Pre-Review]; H -.-> A;
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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 to Animal Housing and Use page
- 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)
- Administrative Corrections
- Other Changes

2.0 * Description of Changes - briefly summarize the changes:

Removing John Smith 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 shows the eIACUC interface with the following elements:

- Navigation tabs: My Home, PI Labs, Committee, Researcher Profiles, Class Training
- Breadcrumb: PI Labs >
- Section: **Current State**
- Amendment Title: **Amendment : Amendment 4 for IACUC Study #IS00000468**
- Buttons: Edit Amendment (highlighted), Edit Modified Study (highlighted), Print Preview, View Differences
- My Activities: Submit (highlighted), Withdraw (with left arrow)
- Amendment Details:
 - PI: [Redacted]
 - 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 tabs: History, Reviewer Notes, Reviewers, Attachments
- Activity Log: Submitted Amendment, 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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