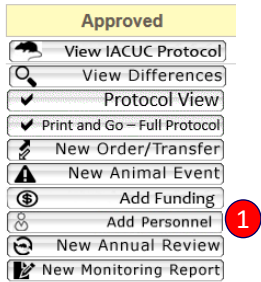


1 Create a Personnel Modification

[<https://ires-iacuc.yale.edu/IACUC-Prod/>]

Current State



Research Staff can add a person to their protocol by creating a personnel modification without creating a significant modification.

Only one person may be added per modification.

On your homepage, go to Approved tab and select the Protocol

- 1 Select the **Add Personnel** activity on the protocol workspace

Note: Multiple personnel modifications can be open at the same time for a given protocol.

2 Add/Remove Personnel or Adjust Competencies

See [Personnel Modification Training Guide](#) for assistance with submitting a personnel modification

Protocol Number: 2023.20487

Personnel: ... 2

What action should be taken for this individual?

Add as Edit Study Staff
 Add as Read Only Study Staff 3
 Remove from Protocol
 Adjust Existing Competencies
[Clear](#)

Provide any additional relevant information associated to this personnel

Exit Save Continue 4

- 2 Enter the researcher information. The smart search field can search by name or Net ID.

- 3 Select the action required for the researcher

- **Edit Study Staff** can submit modifications to the protocol.
- **Adjust Existing Competencies** can be used to add/remove competencies and/or change the competency due date.

- 4 Select **Continue** to move to the Study Staff Competencies screen.

- Study Staff Competencies do not need to be complete for **Remove from Protocol** modifications. Proceed to step 10-11 and **Submit Modification**.

3 Reviewing Competencies

Study Staff Competencies

Based on the protocol content, the following animal training competencies have been identified.

All competencies (hide) 5

6 Animal Program Personnel

Reasons for inclusion

- All Research Protocols

Courses

- Reporting Animal Care and Use Concerns
- Working with the IACUC
- Scientific Rigor and Reproducibility

All Animal Users

Reasons for inclusion

- Assigned as study staff

7 *Courses*

- L1 Medical Surveillance
- Euthanasia Policy, Guidelines and Procedures
- Reporting Adverse Events Policy
- YARC Facility Training Part 1

Rodent Basic

Reasons for inclusion

- Use of animals requiring L1 Medical Surveillance**
- Use of any rodent species
- Use of mice or wild rodent species
- Use of rat

Courses

- Introduction to Mouse
- Introduction to Rats
- Rodent Basic Principles
- L1 Medical Surveillance Program

ALL COMPETENCIES

5 Select **Show** to provide a list of All competencies associated with the protocol.

The list shows the competencies along with

6 The reason for inclusion.

7 Courses required to complete the competency.

For the Personnel Modification to be approved, all courses under **All Animal Program Personnel** and **All Animal Users*** must be complete. Courses require sign-in to [Workday Learning](#) (WDL) or the [AALAS Learning Library](#) (ALL). Institutional sign-in to the AALAS Learning Library is required to access Yale courses, instructions can be [downloaded](#). WDL and ALL courses will not appear complete in MAPS until the next overnight update.

Additional information can be found on the [OARS website](#) and the [IACUC Training Policy](#).

All Animal Program Personnel

- Reporting Animal Care and Use Concerns ([ALL](#))
- Working with the IACUC ([ALL](#))
- Scientific Rigor and Reproducibility ([ALL](#))

All Animal Users

- L1 Medical Surveillance ([OARS website](#))
 - Submit your forms through the portal using [Health on Track](#)
 - L2, L3, L4 Medical Surveillance required for other species competencies, L1 will be included
- Euthanasia Policy, Guidelines and Procedures ([ALL](#))
- Reporting Adverse Events Policy ([ALL](#))
- YARC Facility Training Part 1 ([WDL](#))

Additional competencies **must** be assigned based on the Research Staff's role on the protocol. Additional courses need only to be assigned, not completed at the time of submission. A personnel modification with no additional competencies assigned cannot be approved.

*A course currently listed under **All Animal Users** may not be shown as complete:

- **L1 Medical Surveillance** is required for all animal users, this will be included in this competency in a future update

4 Assigning Competencies

Research Team Unfulfilled Training Requirements

Each research team member who has not fulfilled their associated protocol training requirements (competencies) is shown below. Review your research team competencies and select all additional competencies in which the staff should complete prior to working with animals or conducting associated research procedures. Select a due date for these training requirements. The study staff will receive an email notification of the requirement upon submission of the protocol.

Note: If a team member has completed all required competencies, they will not be shown in the list below. Also, study staff may not work with animals or conduct research procedures until after the associated training is completed.

Show Competencies
Show Courses
8

- Claudia Swanson (show) (view profile)
- Helen Sobol (hide) (view profile)
 - All Animal Program Personnel (hide) Immediately ▾ Due Date: Mon Aug 01 2022
 - Reporting Animal Care and Use Concerns
 - Working with the IACUC
 - All Animal Users (show) Immediately ▾ Due Date: Mon Aug 01 2022
 - Rodent Basic (hide) 6 Months ▾ Due Date: Tue Jan 31 2023 9
 - Introduction to Mouse
 - Introduction to Rats
 - Rodent Basic Principles
 - L1 Medical Surveillance Program
 - Rodent Advanced (show) 1 Year ▾ Due Date: Tue Aug 01 2023
 - USDA Species (Non-NHP) (show) Not Required ▾ Due Date: None
 - Rabbit Handling and Restraint (show) Not Required ▾ Due Date: None
 - Retro-orbital blood collection of awake rodent (show) Not Required ▾ Due Date: None
- Troy Hallman (show) (view profile)

✕ Exit
💾 Save
Finish
10

Project Information

Pre-Submission

👤 Edit Personnel

Activities

📄 Submit Modification 11

← Withdraw

RESEARCH TEAM UNFULFILLED TRAINING REQUIREMENTS

Research Team shows the unfulfilled requirements for each Study Team member on the protocol. The PI/Lab Manager should decide which additional competencies should be fulfilled by their Research Staff.

8 The **Show/Hide** button on Competencies and Courses will toggle the Research Team view.

Assigning a Competency

9 If the competency should be completed by a Research Team member, select the timeline for completion from the dropdown.

The due date is an estimated date for completion. Assignments will not be sent to staff until the protocol/modification is submitted.

If a competency is not listed under a researcher's name, the requirements have been met.

10 Select **Finish** to proceed to submission.

11 Select **Submit Modification** to submit for review.

5 Clarification Request

Project Information
 Personnel Modification for 2023-20487
 Submission Date: 4/17/2023
 Approval Date:
 Personnel:

Clarifications Requested
 Edit Personnel **13**

Activities
 Withdraw
 Assign Ownership
 Log Private Comment
 Provide Clarification **14**

12 History Personnel

Activity	Author	Activity Date
Clarification Requested	Dorn, Brandon J	4/17/2023 2:38 PM

D'Arignan must complete the required trainings before the modification can be approved. The laboratory MUST select PROVIDE CLARIFICATION when the requirement(s) are complete so the modification may be approved
 1. Working with the IACUC (AALAS Learning Li... read more ▼

Provide Clarification

Provide additional clarification regarding this modification.

15 OK Cancel

CLARIFICATIONS REQUESTED

Clarifications may be needed if required training is not complete, if species-specific competencies are not assigned, or for other reasons.

If clarification are requested, open the Add Personnel Modification in your Inbox.

- 12** Review the Clarification Request in the **History** tab. Choose “read more” to see the full text.
- 13** If necessary, select **Edit Personnel** to make changes to the personnel or assigned competencies.
- 14** When changes are made and/or training has been completed, select **Provide Clarification**.
 - TMS and ALL courses will not appear complete in MAPS until the next overnight update.
- 15** Provide any details in the pop-up window and select **OK** to send to OARS for review.