**1 Protocol: Research Team Competencies Page**

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

- All Animal Program Personnel
  - Reasons for inclusion
  - All Research Protocols
  - Reporting Animal Care and Use Concerns
  - Working with the IACUC
- All Animal Users
  - Reasons for inclusion
  - Assigned as study staff
  - Reporting Animal Care and Use Concerns
  - Euthanasia Policy, Guidelines and Procedures
  - Pain Management in Laboratory Animals
  - VariC Facility Training Part 1 & 2
- Rodent Basic
  - Reasons for inclusion
  - Use of animals requiring L1 Medical Surveillance
  - Use of any rodent species
  - Use of mice or wild rodents species
  - Introduction to Mice
  - Rodent Basic Principles
  - L1 Medical Surveillance Program

**ALL COMPETENCIES**

All competencies will provide the training competencies based on the entered content within the protocol.

This will list the various competencies that have been associated to the protocol along with:

1. The reason for inclusion
2. Courses required to complete the competency

**RESEARCH TEAM UNFULFILLED TRAINING REQUIREMENTS**

Research Team breaks out 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.

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

**Assigning a Competency**

- If the competency should be completed for a Research Team member, select the time to complete dropdown.

Note the due date is an estimated date for completion. Assignments will not be sent to staff until the protocol/modification is submitted. Reminder emails will be sent to staff one week prior to the due date and one day after if the competency remains unfulfilled.

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**2 Personnel Modification Submission Process**

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

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

- Select the Add Personnel activity on the protocol workspace

Note: Multiple personnel modifications can be open at the same time for a given protocol.
Personnel Modification Submission Process (cont)

**Personnel Add:**
6. Add/Remove associated Research Staff within the study staff grids.
7. Selecting save will move the personnel into the added grid.

**Competency Assignment**
8. As demonstrated in guide details 3 and 4, associated competencies should be selected for the added Research Staff.

Remember to submit your personnel modification to the IACUC Office for review.

Competencies may be added/updated at any time using a Personnel Modification. Multiple Personnel Modifications may be in progress at the same time.

**Researcher Profile**

Each Research Staff member will have their own Researcher Profile that will provide their completed and outstanding competencies/courses.

9. A profile can be viewed via the protocol training page.
10. Or by selecting the researcher on the “Researcher Profiles” tab.
Post Approval Monitoring in IACUC MAPS—Quick Reference Card

Researcher Profile Workspace

11 Outstanding Course Requirements tab provides a list of open courses to be completed by protocol w/the assigned completion date.

12 Completed Courses can be found by selecting Edit/View Profile.