# Personnel Modification Submission in IACUC MAPS – Quick Reference Card

## 1. Create a Personnel Modification

**Current State**

<table>
<thead>
<tr>
<th>Approved</th>
<th>View IACUC Protocol</th>
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</thead>
<tbody>
<tr>
<td>View Differences</td>
<td></td>
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<tr>
<td>Protocol View</td>
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<tr>
<td>Print and Go – Full Protocol</td>
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<tr>
<td>New Order/Transfer</td>
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<tr>
<td>New Animal Event</td>
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<tr>
<td>Add Funding</td>
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<tr>
<td>Add Personnel</td>
<td></td>
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<tr>
<td>New Annual Review</td>
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<tr>
<td>New Monitoring Report</td>
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</table>

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

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**.
Reviewing Competencies

### Study Staff Competencies

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

**All competencies**

- **Animal Program Personnel**
  - Reasons for inclusion
    - All Research Protocols
    - Reporting Animal Care and Use Concerns
    - Working with the IACUC
    - Scientific Rigor and Reproducibility

- **All Animal Users**
  - Reasons for inclusion
    - Assigned as study staff
    - 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 rodents species
    - Use of rat
  - Courses
    - Introduction to Mouse
    - Introduction to Rats
    - Rodent Basic Principles
    - L1 Medical Surveillance Program

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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 TMS or the AALAS Learning Library (ALL). Institutional sign-in to the AALAS Learning Library is required to access Yale courses, instructions can be downloaded. TMS 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 ([TMS](#) or [OARS website](#))
  - Send [Initial Animal Handler’s Questionnaire](#) to Yale Employee Health Department ([employeehealth-business@yale.edu](mailto:employeehealth-business@yale.edu))
  - 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 ([TMS](#))

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 UNFILLED 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.
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.

1. Review the Clarification Request in the History tab. Choose “read more” to see the full text.

2. If necessary, select Edit Personnel to make changes to the personnel or assigned competencies.

3. 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.

4. Provide any details in the pop-up window and select OK to send to OARS for review.