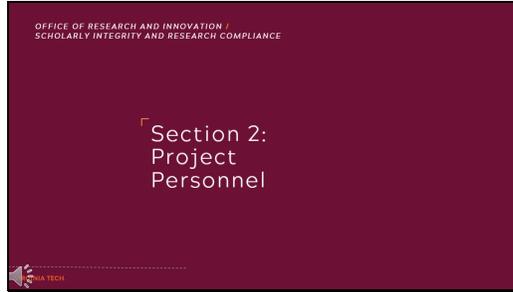


Slide 1



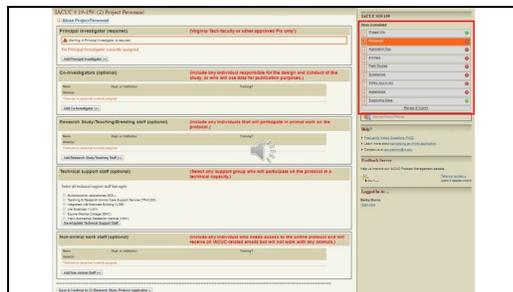
Section 2: Project Personnel

Slide 2



Section 2 of the online application allows you to add all personnel who will be associated with this project. We will discuss each of these personnel categories shortly.

Slide 3



Before we proceed, I would like to call your attention to the right side of the screen. As you can see, there is now a box with green checks and red Xs.

Slide 4



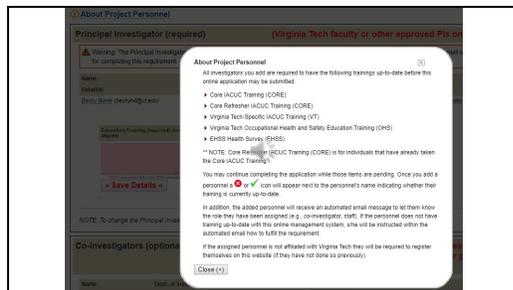
This “Steps Completed” field shows the nine sections of the online application. Once each section is fully completed, the system changes the red X to a green check. You will not be able to submit the application until all nine sections have green checks.

Slide 5



At the top of the screen, there is a link containing additional information regarding the section. This is available for all remaining sections of the application.

Slide 6



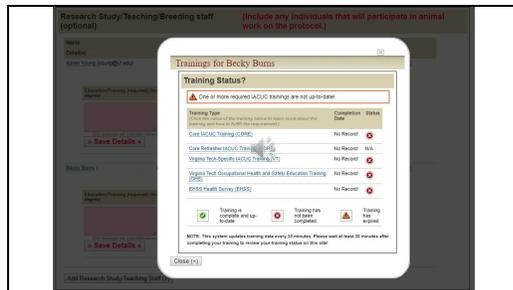
Once you have clicked on the “About Project Personnel” link, or similar link in other sections, a pop-up will appear to provide additional information. For this section, it discusses the training requirements for all personnel. Each person listed on a protocol, except those categorized as “non-animal work staff” must be up-to-date on the IACUC training modules. The protocol can not be submitted until all individuals have completed these training requirements.

Slide 7



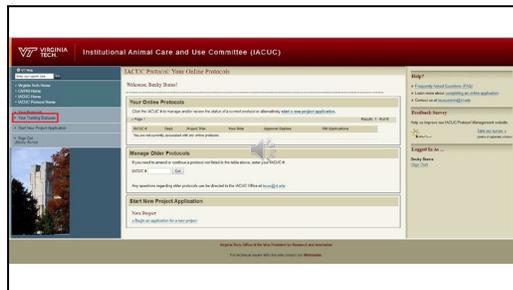
To expand on the pop-up's information, if you are unsure about an individual's training status once they are added to this section, you can click on the "details" link outlined in red to view their training status. For example: on this screen it appears that Becky is not up to date on at least one training module.

Slide 8



After clicking on the details link, we can now see that Becky has not completed any training. As she completes the training, a green check will replace each red X. If Becky had previously completed a training, but that training is now expired, an orange triangle would appear in place of the red X. As a note, the system updates training data every 30 minutes. Please wait at least 30 minutes after an individual completes training to review their training status on this site.

Slide 9



Information on your personal training status can also be accessed from the protocol management's homepage via the link outlined in red.

Slide 10



The first portion of this personnel section is for designating a Principal Investigator, or PI. The [IACUC Policies Website](#) includes the [Policy for Eligibility of Individuals to Serve as Principal Investigator](#) on IACUC protocols. This can serve as a resource to determine which individuals may be able to be the PI. As a reminder, the PI is responsible for all animal care and use compliance aspects of the protocol, even if the PI is not present at the time a noncompliant event occurs.

Slide 11



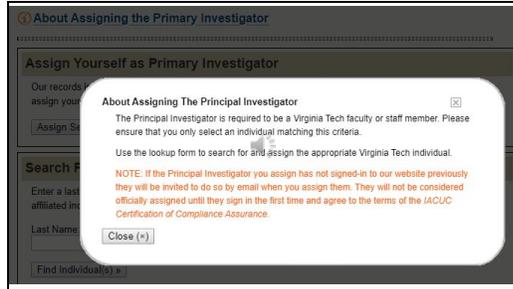
After clicking the “Add Principal Investigator” button, you will be taken to a page that provides two methods of assigning a PI.

Slide 12



Similar to the main section pages, there is an “About” link focusing on this topic.

Slide 13



The pop-up provides an overview of the PI requirements, and gives additional information regarding steps that may be required to be completed by the individual assigned as PI.

Slide 14



The first option is to assign yourself as the PI. Individuals who are not Virginia Tech affiliated may not have this option available, as the PI must be a Virginia Tech Faculty or Staff member. If you assign yourself, you will be automatically taken to the Certification of Compliance Assurance page, which we will review shortly.

Slide 15



The second option is to search for a Virginia Tech affiliated individual. Once you complete one of the three search fields, click "Find Individuals"

Slide 16

Search For Virginia Tech Faculty/Staff/Guest

Enter a last name, first name and/or email address and click the *Find Individual(s)* button to search for a VT affiliated individual.

Last Name: Burns First Name: Rebecca Email Address:

[Find Individual\(s\) >](#)

The following VT affiliated individuals were found using your search criteria:

▶ Last Name: Burns First Name: Rebecca

Click the **Assign +** link to assign the appropriate individual.

Name	Department	Phone	Email	
Becky Burns	Scholarly Integrity&Res Compliance	(540) 231-7678	beckyb4@vt.edu	Assign +

NEED HELP? Is the person you're trying to find not listed above? Try searching only using a last name and seeing if they are in the list. **NOTE:** A Primary Investigator should be a Virginia Tech Faculty or Staff member.

All individuals meeting the search criteria will appear.

Slide 17

Search For Virginia Tech Faculty/Staff/Guest

Enter a last name, first name and/or email address and click the *Find Individual(s)* button to search for a VT affiliated individual.

Last Name: Burns First Name: Rebecca Email Address:

[Find Individual\(s\) >](#)

The following VT affiliated individuals were found using your search criteria:

▶ Last Name: Burns First Name: Rebecca

Click the **Assign +** link to assign the appropriate individual.

Name	Department	Phone	Email	
Becky Burns	Scholarly Integrity&Res Compliance	(540) 231-7678	beckyb4@vt.edu	Assign +

NEED HELP? Is the person you're trying to find not listed above? Try searching only using a last name and seeing if they are in the list. **NOTE:** A Primary Investigator should be a Virginia Tech Faculty or Staff member.

Click the "Assign" link to choose the appropriate individual as the PI.

Slide 18

IACUC # 19-159: (2) Project Personnel **NOTICE:** Personnel assignment was successfully sent to beckyb4@vt.edu

[About Project Personnel](#)

Principal Investigator (required) **(Virginia Tech faculty or other approved PIs only)**

Warning: The Principal Investigator has not completed the IACUC Certification of Compliance Assurance. The PI has received an email with instructions for completing this requirement.

Name	Dept. or Institution	Compliance Assurance?	Training?
Becky Burns (beckyb4@vt.edu)	Scholarly Integrity&Res Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Education/Training (required) (include subject of degree) Procedures Performed in Study (required) Years Experience w/ Procedures / Species (required)

[Save Details](#)

[View Historical Personnel\(s\)](#)

NOTE: To change the Principal Investigator, delete the one currently assigned and you will be given the option to add a new one.

An email with the personnel assignment will be sent to the designated individual. This will contain a link and instructions for the PI to complete the IACUC Certification of Compliance Assurance. This email is automatically generated through the online protocol management system, and can not be resent.

Slide 19

This assurance must be completed prior to the protocol being submitted. As you can see, there is a red X denoting that the Compliance Assurance has not been completed.

Slide 20

This assurance form can be completed by clicking the “Agree” button found at the bottom of the page.

Slide 21

Once the assurance is completed, you can now see that the red X under Compliance Assurance has turned into a green check. The next step is to complete the three text fields detailing the individual’s education/training, procedures that the individual will perform on this study, and the years of experience the individual has with the procedures and species.

Slide 22

Principal Investigator (required) (Virginia Tech faculty or other approved PIs only!)

Name: Becky Burt | Dept. or Institution: | Compliance Assurance?: | Training?:

Education/Training (required) (include subject of degree): [Text Field]

Procedures Performed in Study (required): [Text Field]

Years Experience w/ Procedures / Species (required) (for each): [Text Field]

» Save Details «

Show Historical Responses?

NOTE: To change the Principal Investigator, delete the one currently assigned and you will be given the option to add a new one.

You may type directly into the fields, alternatively, you can click on the “Show Historical Responses” link.

Slide 23

Education/Training (required) (include subject of degree): [Text Field]

Procedures Performed in Study (required): [Text Field]

Years Experience w/ Procedures / Species (required) (for each): [Text Field]

» Save Details «

Hide Historical Responses (-)

IACUC #	Education/Training (required)	Procedures Performed in Study (required)	Years Experience w/ Procedures / Species (required)
10-157	asf	agd	age
18-001	MS	All	20+ both

This link allows responses provided on other protocols to be viewed. These answers can be copied and pasted into the current protocol’s corresponding text fields. However, it is important to ensure the information applies to the current protocol submission. For example, if breeding procedures are listed here but this protocol does not include breeding, the procedures must be removed.

Slide 24

Name: Karen Young | Dept. or Institution: | Research Compliance: | Training?:

Education/Training (required) (include subject of degree): [Text Field]

Procedures Performed in Study (required): [Text Field]

Years Experience w/ Procedures / Species (required) (for each): [Text Field]

» Save Details «

Show Historical Responses?

Becky Burt: [Text Field] | [Text Field] | [Text Field]

Education/Training (required) (include subject of degree): [Text Field]

Procedures Performed in Study (required): [Text Field]

Years Experience w/ Procedures / Species (required) (for each): [Text Field]

There are many ways to answer the text fields. For the Education Training field, please remember to include the subject of degree. For Procedures Performed in Study, only list the procedures that that individual will perform. If the individual will perform all procedures on the study, you can simply state “All” rather than listing procedures individually like it has been for Karen. If the individual will only perform certain procedures, these can be individually listed like it has been for Becky. For the Years of Experience field, if the length of time is the same for both

procedures and species, you can state “X years procedures/species” like it has been for Karen or “X years both”. If the length of time is different, you can state “X years species, Y years procedures” like it has been for Becky or “X years species, Y years procedure 1, Z years procedure 2”.

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Principal Investigator (required) (Virginia Tech faculty or other approved PIs only)

Name: Becky Barris (becky@vt.edu) | Dept. or Institution: becky@vt.edu | Compliance Assurance?: | Training?:

Education/Training (required) (include subject of degree): PLAS | Procedures Performed in Study (required): all | Years Experience w/ Procedures/Species (required) (Per year): 5 years both

Save Details

NOTE: To change the Principal Investigator, delete the one currently assigned and you will be given the option to add a new one.

Once you are satisfied with the responses, click “Save Details”.

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Personnel

Principal Investigator (required) (Virginia Tech faculty or other approved PIs only)
Assigned: Becky Barris (becky@vt.edu) | View Details | Delete

Breeding staff (required) (include for individual responsible for the design and conduct of the study, or who will use data for publication purposes)
Assigned: [None] | View Details | Delete

Technical support staff (required) (select one individual who will participate on the protocol or a technical support staff)
Assigned: [None] | View Details | Delete

Non-animal work staff (required) (include all of your staff who assist in the animal protocol and will receive all of the animal work for the study)
Assigned: [None] | View Details | Delete

There are four remaining options for personnel. The process of assigning individuals to Co-Investigator and Staff categories is mostly the same as for a PI minus the PI assurance. Co-Investigators are any individual responsible for the design and conduct of the study, or who will use the data for publication purposes. Research Study, Teaching staff, and Breeding staff are individuals who will participate and support the animal work on the protocol. Technical support staff are husbandry and teaching groups on campus who may participate on the protocol in a

technical capacity. The last option is non-animal work staff which are individuals who require access to the online protocol and receive all IACUC-related emails, but will not work with any animals. These individuals are not required to complete IACUC training.

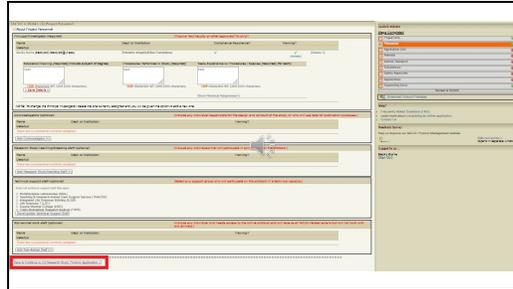
Slide 27

Selecting a technical support staff group allows members of that support group access to the protocol in order to review documents such as Housing and Husbandry specifications prior to providing protocol support.

Slide 28

As mentioned earlier, non-animal work staff are not required to complete IACUC training, as noted by the N/A under “Training”. Since they will not be performing procedures on the study, the text fields are not required to be completed so you can choose to answer as you find appropriate.

Slide 29



When this section is completed and a green check is shown under the section on the right side, you can proceed to the next section by clicking the button outlined in red.

Slide 30



This concludes this portion of the video tutorial. If you have additional questions or suggestions to improve this tutorial, please feel free to call 540-231-0931 or email iacuc@vt.edu. The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.