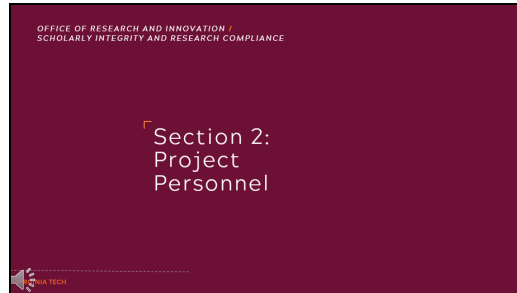
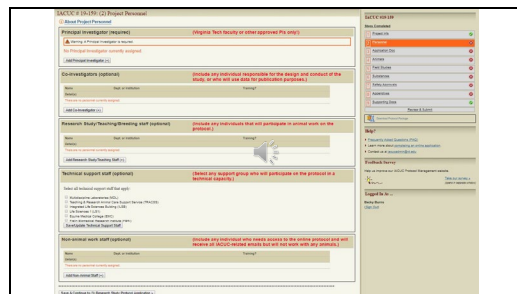


Slide 1



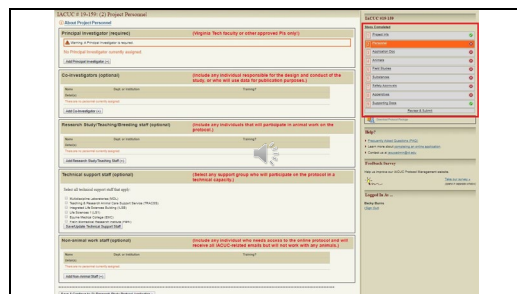
Section 2: Project Personnel

Slide 2

A screenshot of the online application interface. It shows a form for "Section 2: Project Personnel" with sections for "Principal Investigator (mandatory)", "Co-Investigator (optional)", "Researcher/Study/Teaching/Training staff (optional)", "Technical support staff (optional)", and "Non-personal staff (optional)". Each section has a "Name" field and a "Role" field. On the right side, there is a "SELECT NEW" button and a list of personnel with checkboxes for "Add", "Edit", and "Delete".

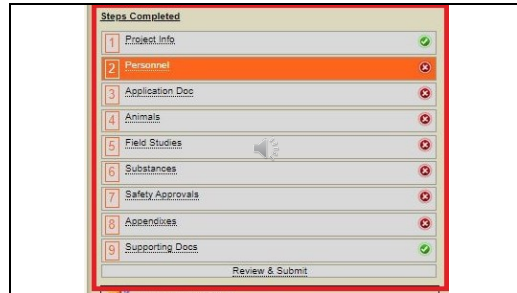
Section 2 of the online application allows you to add all personnel who will be associated with this project. We will discuss each of these personnel categories shortly.

Slide 3

A screenshot of the online application interface, similar to Slide 2, but with a red rectangular box highlighting the right side of the screen. This box encompasses the "SELECT NEW" button and the list of personnel with checkboxes for "Add", "Edit", and "Delete".

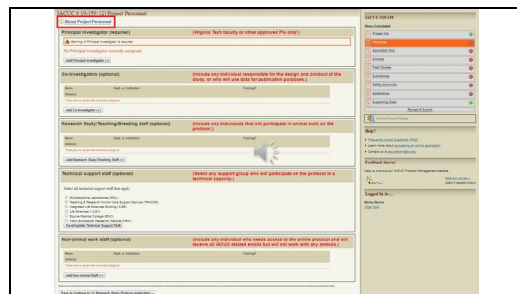
Before we proceed, I would like to call your attention to the right side of the screen. As you can see, there is now a box with green checks and red Xs.

Slide 4



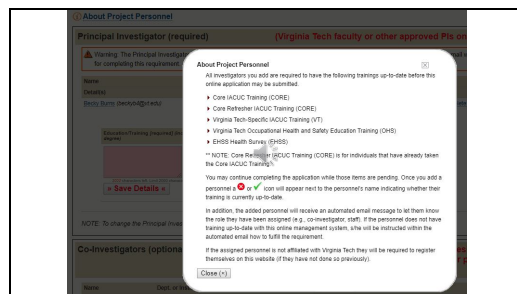
This “Steps Completed” field shows the nine sections of the online application. Once each section is fully completed, the system changes the red X to a green check. You will not be able to submit the application until all nine sections have green checks.

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

Research Study/Teaching/Breeding staff (optional)

(include any individuals that will participate in animal work on the protocol.)

Name	Details	Research Compliance	Training?
Becky Burns	<a href="#">Details</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Becky Burns / (Y-QUEST) [Details](#)

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

Trainings for Becky Burns

Training Status?

One or more required IACUC trainings are not up-to-date.

Training Type	Completion Date	Status
Core IACUC Training (CORE)	No Record	<input checked="" type="checkbox"/>
Core Refresher IACUC Training (CORE)	No Record	<input checked="" type="checkbox"/>
Virginia Tech Open Access IACUC Training (OAA)	No Record	<input checked="" type="checkbox"/>
Virginia Tech Open Access IACUC Training (OAA)	No Record	<input checked="" type="checkbox"/>
WVMA Health Services (WVMA)	No Record	<input checked="" type="checkbox"/>

NOTE: The system updates training data every 30 minutes. Please wait at least 30 minutes after completing your training to review your training status on this site.

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

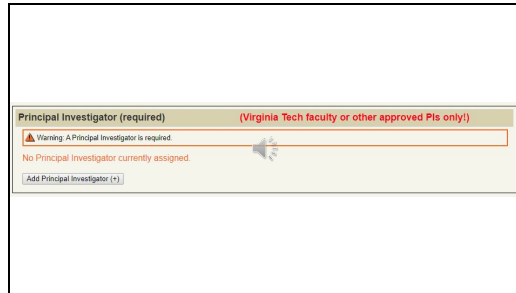
IACUC Protocol: New Online Protocol

Protocol Status: Ready to Review

View Training Status

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

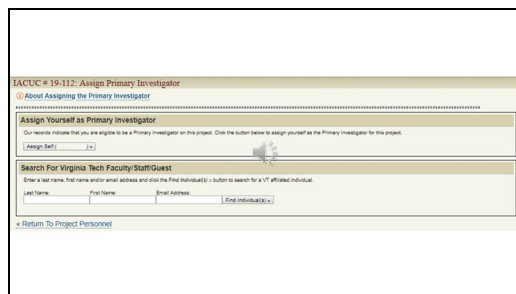
Slide 10



The screenshot shows a web interface for assigning a Principal Investigator. At the top, it says "Principal Investigator (required)" and "(Virginia Tech faculty or other approved PIs only!)". Below this, a warning message states: "Warning: A Principal Investigator is required." and "No Principal Investigator currently assigned." There is a red arrow pointing to the "Add Principal Investigator (+)" button.

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.

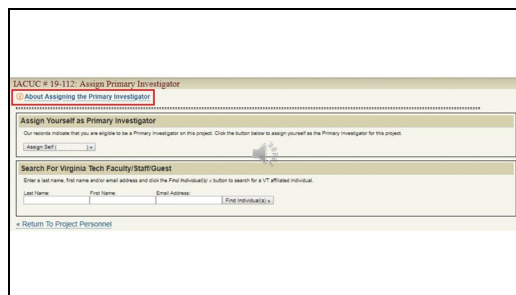
Slide 11



The screenshot shows the "Assign Yourself as Primary Investigator" section. It includes a link "About Assigning the Primary Investigator" and a button "Assign Yourself (+)". Below this, there is a section titled "Search For Virginia Tech Faculty/Staff/Guest" with a form to enter a last name, first name, and email address, and a button "Find Individuals (+)".

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

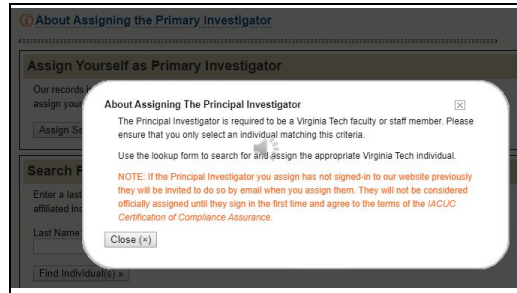
Slide 12



The screenshot shows the "About Assigning the Primary Investigator" section. It includes a link "Assign Yourself as Primary Investigator" and a button "Assign Yourself (+)". Below this, there is a section titled "Search For Virginia Tech Faculty/Staff/Guest" with a form to enter a last name, first name, and email address, and a button "Find Individuals (+)".

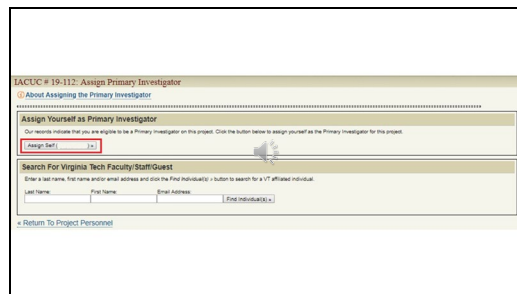
Similar to the main section pages, there is an “About” link focusing on this topic.

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:  First Name:  Email Address:

The following VT affiliated individuals were found using our 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	<a href="#">Assign +</a>

**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:  First Name:  Email Address:

The following VT affiliated individuals were found using our 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	<a href="#">Assign +</a>

**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 becky4@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 type="checkbox"/>	<input checked="" type="checkbox"/>

[Details](#) [Delete](#)

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

[Save Details](#) [View 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.

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



**NOTICE:**  
Personnel assignment was successfully sent to becky4@vt.edu

**IACUC # 19-159: (2) Project Personnel**

**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 Burtz (beckyb4@vt.edu)	Scholarly Integrity/Res Compliance		 <a href="#">Details</a>

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

[Save Details](#) [Show/Hide Requirements](#)

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

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

**IACUC # 19-112: IACUC Certification of Compliance Assurance**

**IACUC Certification of Compliance Assurance**

To the best of my knowledge, I certify that the information provided in this protocol will be complete and accurate. I understand that the IACUC approves protocols for a maximum of three years, and that all approved protocols must change something (new or old) or animal care involving animal care and other data as required.

If the above conditions under this protocol will continue to be fulfilled after the end of the three-year approval period, a new protocol must be submitted and approved prior to the three-year anniversary of the original approval date. The Principal Investigator is responsible for submitting all paperwork required to maintain IACUC approval and to assure ongoing regulatory compliance concerning this source.

I further certify that no personnel will perform any animal procedures until the personnel have been approved by the IACUC through the compliance process. Other additional personnel will become involved in the work of this protocol, I will submit their qualifications, training, and experience to the IACUC and seek IACUC approval before they are involved in animal procedures. I will ensure that all personnel are enrolled in the Institutional Biosafety Program and have completed all required training before they are involved with animals, as applicable.

I agree to be responsible for maintenance of my laboratory/animal drugs, anesthetics, analgesics, sedatives and/or controlled substances through appropriate storage and adequate records including minimal basic safety and emergency plans and appropriate disposal of any unused drugs.

I also understand that IACUC approval must be obtained (via an addendum) before I:

- Use additional animal species, increase the number of animals used, or increase the number of procedures performed on individual animals.
- Change procedures in any way that might increase the pain category in which the animals are placed, or if significant changes to the protocol are made.
- Perform additional procedures not described in the protocol review form.
- Include new personnel who were not listed in the protocol review form.
- Allow other investigators to use these animals on other protocols, or use these animals on another of my IACUC-approved protocols.

I certify that I will notify the IACUC regarding any unexpected outcomes that affect the animals. Any unexpected pain or distress, morbidity, or mortality will be reported to the attending veterinarian or health designated and the IACUC in a timely manner during or promptly after the event.

Finally, I certify that all activities described in the protocol will be conducted in accordance with the following regulations, when applicable:

- 8th edition of the Guide for the Care and Use of Laboratory Animals.
- 3rd edition of the Guide for the Care and Use of Agricultural Animals in Research and Teaching.
- Public Health Service policy.
- Animal Welfare Act, and
- Virginia Tech guidelines and policies.

By signing this I agree to abide by all statements above.

☐ I agree ☐ Do Not Agree

[Return To Project Personnel](#)

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

## Slide 21



**NOTICE:**  
PI certification of compliance assurance was successfully completed

**IACUC # 19-112: (2) Project Personnel**

**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 Burtz (beckyb4@vt.edu)	Scholarly Integrity/Res Compliance		 <a href="#">Details</a>

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

[Save Details](#) [Show/Hide Requirements](#)

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

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 (Details)	Dept. or Institution	Compliance Assurance?	Training?
Becky Burt (beckyb@vt.edu)	Scholarly Integrity/Risk Compliance	✓	✓ (Delete)

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

1145 all 5 years both

» 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)

2000 characters left. Limit 2000 characters.

» Save Details «

Show Historical Responses

IACUC #	Education/Training (required)	Procedures Performed in Study (required)	Years Experience w/ Procedures / Species (required)
10-157	asf	agd	age
16-001	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 (Details) Dept. or Institution Research Compliance

Karen Young (young@vt.edu)

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

BS Animal Science all 10 years procedures/species

» Save Details «

Show Historical Responses

Becky Burt

Education/Training (required) (include subject of degree)

Procedures Performed in Study (required)

Years Experience w/ Procedures / Species (required) (for each)

BS Animal Science blood draw, 2D injections 5 years species, 2 years procedures

» Save Details «

Show Historical Responses

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”.

Slide 25

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

Slide 26

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

Technical support staff (optional)

(Select any support group who will participate on the protocol in a technical capacity.)

Select all technical support staff that apply:

☐ Multidiscipline Laboratories (MDL)

☐ Teaching & Research Animal Care Support Service (TRACSS)

☐ Integrated Life Sciences Building (ILSB)

☐ Life Sciences 1 (LS1)

☐ Eugene Medical College (EMC)

☐ Fralin Biomedical Research Institute (FBRI)

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

Non-animal work staff (optional)

(Include any individual who needs access to the online protocol and will receive all IACUC-related emails but will not work with any animals.)

Name

Details

Becky Burns (becky.burns@gmail.com) (becky.burns@gmail.com)

Dept. or Institution

NY-QUEST

Training?

N/A

(Delete -)

Education/Training (required) (include subject of degree)

Procedures Performed in Past 12 Months

Years Experience w/ Procedures / Species Required

n/a

n/a

n/a

Save Details

Show Historical Responses

Add Non-Animal Staff (+)

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

A screenshot of a research protocol submission form. The form is divided into several sections, each with a title and a description. The sections include: 'Protocol Information', 'Researcher Information', 'Institutional Review Board (IRB) Information', 'Funding Information', 'Conflict of Interest Information', 'Ethics Statement', 'Consent Form', 'Data Management Plan', 'Budget', and 'Other Information'. A red box highlights a button at the bottom left of the form, which is labeled 'Next Step: Review and Approval'. The button is outlined in red and has a green checkmark next to it.

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

A screenshot of a slide titled 'QUESTIONS?'. The slide is white with a red border. At the top left, it says 'OFFICE OF RESEARCH AND INNOVATION / SCHOLARLY INTEGRITY AND RESEARCH COMPLIANCE'. At the top right, there is a red box with the Virginia Tech logo and the text 'VIRGINIA TECH'. In the center, the word 'QUESTIONS?' is written in large, bold, red letters. Below it, in smaller red letters, it says 'PLEASE CONTACT IACUC@VT.EDU'. At the bottom, there is a large, empty grid of small squares.

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](mailto:iacuc@vt.edu). The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.