



SOP Title	(IACUC) PI- Addition or Removal of Research Personnel on an IACUC Approved Protocol				
Date Last Revised	09/18/2024	Date Created	05/22/2019	Revision #	1.2
SOP Number	5	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal <input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional		
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 PURPOSE

The purpose of this SOP is to describe the process for the addition or removal of research personnel on an Institutional Animal Care and Use Committee (IACUC) approved protocol.

2.0 GENERAL INFORMATION AND SCOPE

All research personnel must complete CITI training prior to beginning work on an IACUC approved protocol. The PI is responsible for verifying and tracking this CITI training.

All research personnel must complete the electronic [Animal Contact Assessment](#) (ACA) form before they can be added to a research protocol. The IACUC Administrator will verify the completion of the ACA before granting approval for adding new research personnel on a protocol.

3.0 PROCEDURES

3.1 ACCESSING MENTOR IACUC

1. Go to the [Mentor website](#).
2. The Institution ID = NKU.
3. Click “Log in”.
4. Use your NKU ID (NKU email username) and NKU password to log in.

3.2 ADDING OR REMOVING RESEARCH PERSONNEL

After logging into Mentor:

1. Click “IACUC” in the dropdown.
2. Click “My Protocols”.
3. Open the appropriate protocol.
4. Click the “Amendment +” under the Amendments tab.
5. Select “Minor Amendment”.
6. Select the “Personnel Qualifications” Protocol section.
7. Click “Create Amendment”.
8. Click “Answer”.
9. Answer the questions that appear, and click “Save” after each answer.
10. Click “Return to Protocol Page”. This will take you back to the protocol page.
11. Click “Edit IACUC Protocol”.
12. To add a researcher:

- a. In the “Personnel Qualifications” section:
 - i. Click “Add Personnel”.
 - ii. Select their role.
 - iii. Select “Allow Edit” if you would like this person to edit the protocol.
 - iv. Locate the researcher’s name in “Last Name Lookup”.
 - v. Click “Save”.
 - vi. Click “Edit Section Data”.
 - vii. Select the researcher’s position and responsibilities.
 - viii. Click “Save”.
13. To remove a researcher:
- a. In the “Personnel Qualifications” section:
 - i. Click “Edit Section Data”.
 - ii. Locate the three dots next to the researcher you wish to remove.
 - iii. Select “Remove”.
 - iv. Click “Save”.
14. Click the grey “Submit” button. This will submit the amendment to add or remove research personnel to the protocol.

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/17/2019	<input type="checkbox"/>
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	08/07/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	09/18/2024	<input type="checkbox"/>	Mentor UI update
IACUC Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	