NKU Office of Research, Grants and Contracts
Standard Operating Procedures (SOP)

SOP Title	(IACUC) PI - Addition or Removal of Research Personnel on an IACUC Approved Protocol				
Date Last Revised		Date Created	05/22/2019	Revision #	
SOP Number	5	Required by:	☐OHRP ☐Funding Agency ☐OLAW		
Applicability	☐ RGC Internal	☒Researcher		☐Institutional	
Subgroup	☐ NKU Compliance	☐IRB	☒IACUC	☐IBC	

1.0 PURPOSE

The purpose of this SOP is to describe the process for the addition or removal of research personnel on an 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. 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 black banner.
2. Click "My Protocols".
3. Open the appropriate protocol.
4. Click the "Amendment" tab.
5. Click "Create New Amendment".
6. Select "Minor Amendment".
7. Click "Create Amendment".
8. Click "Questionnaire".
9. Answer the questions that appear, clicking "Save" after each answer.
10. Click "Submit". This will take you back to the protocol page.
11. Scroll down to the "Amendment" tab.

12. 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	☒	06/17/2019	☐
IACUC Chair	☐		☒
Institutional Official	☐		☒

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	☐		☐	
IACUC Chair	☐		☐	
Institutional Official	☐		☐	