How to Add or Remove Personnel in RAP:

1. Log in to the Research Administration Portal (RAP): rap.uc.edu/iacuc and enter your UC credentials.
   
   *The most compatible internet service providers are Firefox and Chrome.*

2. First, you will need to update your Research Team
   
   - Select the Research team that you want to update
   - Click on “Edit Research Team” on the left side of the screen.
In this field, you can add a team member by clicking “+ Add” in question #3, “Team Members”. Enter Last Name, First Name to add OR click the red X to the right of the name to remove. Once complete, click “finish”.

3. You are now ready to create your amendment to add or remove personnel from your protocol.
   - Click on the “IACUC” tab and the “All Submissions” tab to see the protocol(s).
   - Click on the protocol you would like to add personnel to or remove personnel.
     You are now on your “protocol workspace”
• Click Create Amendment.

**Protocol Title Here**

Question #1: “Amendment Short Title:”
• Delete "Amendment For" from the box and type in "Addition of Name(s)" or "Removal of Name(s)."

Question #2: “Describe the Changes:”
• Name of staff note whether this is an addition or a removal
• M-Number if adding personnel
• Employee’s 6+2 if adding personnel

Question #3: “Describe the rationale for the changes:”
• Input all relevant animal handling or surgical experience if adding personnel or simply “removal”.
• Click Continue.
• The next page is the 1st page of the protocol smart form. Please use the "Jump To" button at the top of the page and scroll down to select "Protocol Team Members".

• In this field, add personnel by entering Last Name, First Name to “+Add” or use the red X to the right of the name to remove.

• Click “Continue”, then click “exit”.

4. Final Step!!- You have not submitted your amendment for review until you click the “submit” button to the left of the screen.
5. Your amendment has successfully routed to the IACUC office for processing. If there is a training issue for anyone listed on the protocol, you will receive an email follow-up for training requirements. `Removals only` will not undergo a training review and immediately approved administratively.