

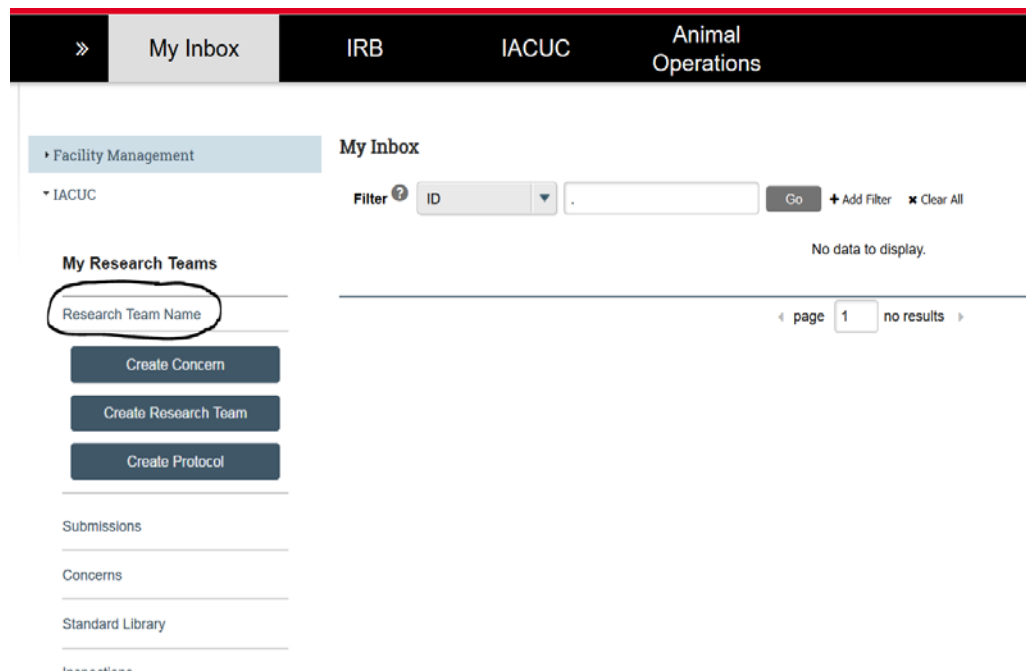
How to Add or Remove Personnel in RAP:

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.*

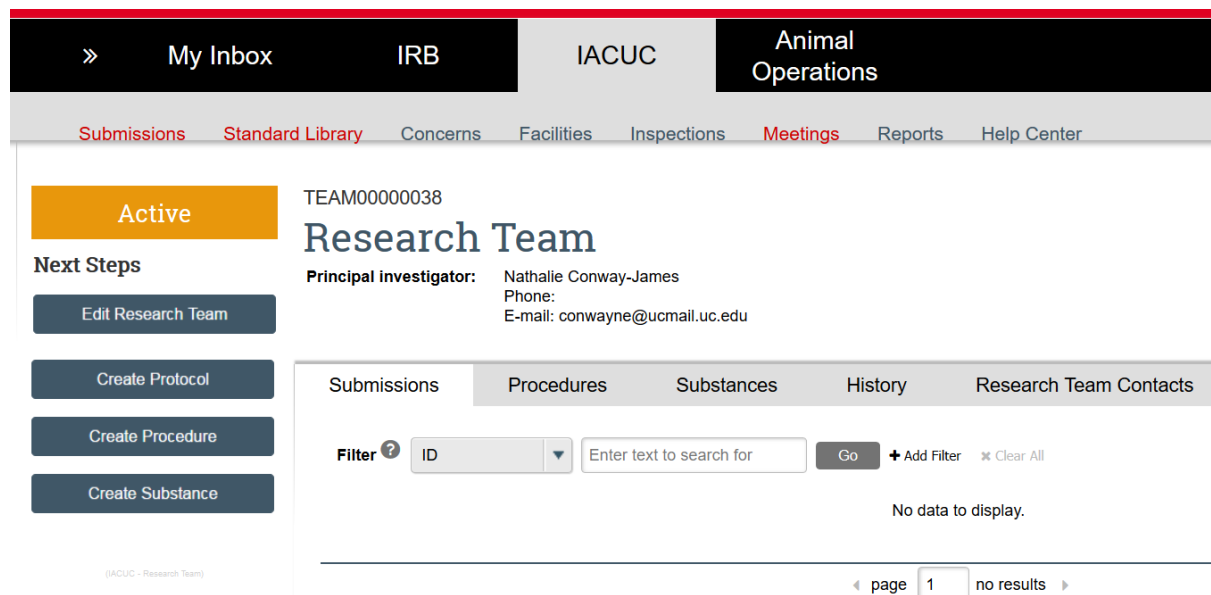
2. First, you will need to update your Research Team

- Select the Research team that you want to update



The screenshot shows the 'My Inbox' page in the RAP system. The top navigation bar includes 'My Inbox', 'IRB', 'IACUC', and 'Animal Operations'. The left sidebar has 'Facility Management' and 'IACUC' sections. Under 'IACUC', there is a 'My Research Teams' section with a search box for 'Research Team Name' (circled in red), and buttons for 'Create Concern', 'Create Research Team', and 'Create Protocol'. Below this are sections for 'Submissions', 'Concerns', and 'Standard Library'. The main content area shows a filter for 'ID' and a search box, with 'No data to display.' and a pagination control for 'page 1 no results'.

- Click on “Edit Research Team” on the left side of the screen.



The screenshot shows the 'Edit Research Team' page for TEAM00000038. The top navigation bar includes 'My Inbox', 'IRB', 'IACUC', and 'Animal Operations'. Below the navigation bar is a secondary menu with 'Submissions', 'Standard Library', 'Concerns', 'Facilities', 'Inspections', 'Meetings', 'Reports', and 'Help Center'. The main content area has an 'Active' status indicator and a 'Next Steps' section with buttons for 'Edit Research Team', 'Create Protocol', 'Create Procedure', and 'Create Substance'. The right side shows the team details: 'Principal investigator: Nathalie Conway-James', 'Phone:', and 'E-mail: conwayne@ucmail.uc.edu'. Below this is a tabbed interface with 'Submissions', 'Procedures', 'Substances', 'History', and 'Research Team Contacts'. The 'Submissions' tab is active, showing a filter for 'ID' and a search box, with 'No data to display.' and a pagination control for 'page 1 no results'.

- 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”.

Research Team Information

1. * Research team name:

2. * Principal Investigator:
 Nathalie Conway-James

3. Team members: ?

+ Add

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone
David Custer	Study Staff	yes	yes	david.custer@uc.edu	X
Judy Cain	Study Staff	yes	yes	judy.cain@uc.edu	X

4. Team default species: ?

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).

Submissions

Research Teams In-Review Active Archived All Submissions

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
01-02-03-04	Protocol Title Will Be Here	6/16/2018 12:00 AM	Approved	New Protocol Application	John	Smith

- Click on the protocol you would like to add personnel to or remove personnel. You are now on your “protocol workspace”

- Click Create Amendment.

» My Inbox IACUC

Submissions Standard Library Concerns Facilities Reports Help Center

Approved 01-02-03-04

Protocol Title Here

Next Steps

- View Protocol
- Printer Version
- View Differences
- Create Annual Review
- Create Triennial Review
- Create Amendment

Principal investigator: New Protocol Application

Submission type: New Protocol Application

Primary contact:

IACUC coordinator:

Consulted vet:

PI proxies:

Letter:

Protocol type:

Approval date:

Last day of annual review period:

Last day of triennial approval period:

Admin office:

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:"

- In put all relevant animal handling or surgical experience if adding personnel or simply "removal".
- Click Continue.

Active follow-on submissions for this protocol:

ID	Name	Date Modified
There are no items to display		

1. * Amendment short title: ?

Amendment for 01-01-02-03-04

2. * Describe the changes: ?



3. * Describe the rationale for changes:



- 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".

The screenshot shows the top navigation bar with buttons for Back, Save, Exit, Hide/Show Errors, Print, and Jump To. A red arrow points to the 'Jump To' dropdown menu, which is open and shows a list of sections: Basic Information & Funding, Experimental Design, Animal Justification, Animal Housing and Use, and Supporting Documents. A red arrow also points to the 'Basic Information' section of the form, which contains three numbered steps: 1. Select research team (with a dropdown showing 'RT-01-02-03-04'), 2. Title of protocol (with a large text input field), and 3. Short title (with a smaller text input field).

- 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.

The screenshot shows the 'Protocol Team Members' section of the form. It includes a table with columns for Name, Role, Involved in Animal Handling, Authorized To Order Animals, E-mail, and Phone. There are two rows of data: David Custer and Judy Cain. A red arrow points to the '+Add' button above the table. Another red arrow points to the red 'X' icons in the Phone column, which are used to remove personnel. The bottom navigation bar includes buttons for Back, Save, Exit, Hide/Show Errors, Print, Jump To, and Continue.

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone
David Custer	Study Staff	yes	yes	david.custer@uc.edu	X
Judy Cain	Study Staff	yes	yes	judy.cain@uc.edu	X

- 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.

Pre-Submission

AM01-01-02-03-04

Amendm

Next Steps

Edit Amendment

Printer Version

View Differences

Submit 

Manage Ancillary Reviews

Add Comment

Discard

Principal investigator: Ge
Submission type: Am
Primary contact:
IACUC coordinator:
Consulted vet:
PI proxies:

Pre-Submission

- 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.