

## Personnel Information

- 1) The first page of your application is the Personnel Information section. Complete screens from **Personnel Information** through **Certification**.

*Note: You must complete **Personnel Information** through **Funding Sources** before you will be able to move back and forth freely in the application form. Responses in the first five sections will dictate which questions are required in **Protocol Information***

The screenshot shows a web application interface for entering personnel information. The main form is titled "Principal Investigator\*" and includes a sub-header "(Must have PI status or Exceptional PI status at UC Berkeley)". The form is divided into several sections: "Name" (with a dropdown menu showing "EMP-FACULTY TEST"), "Title" (text input), "Email" (text input, "test@uclink.berkeley.edu"), "Office Phone" (text input, "+1 (510) 643-1234"), "Lab Phone" (text input), "Emergency Phone" (text input), "Department" (dropdown menu, "Select One"), "Mail Code" (text input, "94720-3804"), and "Campus Mailing Address" (text input). There are also checkboxes for "Will this individual be working directly with animals on this protocol?" (Yes/No) and a section for "Laboratory Contact" with fields for Name, Title, Email, and Office Phone. A red arrow points to the "Personnel Information" tab in the left sidebar.

- 2) Complete all the information for the **Principal Investigator (PI)**, the **Laboratory Contact** and **Alternate Lab Contact** sections.
  - a. NOTE: The PI, Laboratory Contact and Alternate Lab Contact can create, edit and submit a protocol, however, **only the Principal Investigator can complete the following two sections of the protocol:**
    - i. Only the PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol. The PI of the grant or subcontract must also be listed in the Personnel Information section of the protocol in one of the following roles: Principal Investigator, Laboratory Contact or Alternate Lab Contact. Training grants can be added by anyone in the one of the aforementioned roles.

ii. Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate box in the **Certification** section of the protocol, accepting the responsibilities of the PI. This requirement exists as an electronic substitute for an ink signature from the PI.

b. The **Laboratory Contact** is the person primarily responsible for managing all the day-to-day research or teaching operations. This may be a senior staff Research Assistant or Post-doctoral Student, and is the liaison for ACUC communications (e.g., Animal Use Protocol amendments, scheduling semi-annual inspection).

c. The **Alternate Lab Contact** is a back-up to the Laboratory Contact. This may be a staff Research Assistant, a Graduate Student, or an Administrative Assistant who is familiar with all research or teaching operations.

d. It is the responsibility of the PI to ensure all personnel who will be handling and or/ conducting procedures on live vertebrate animals know how to access the protocol, are familiar with its contents, and follow the procedures as outline in the approved protocol.

3) To add **Laboratory Contact** or **Alternate Lab Contact**:

a. Click on the **binocular icon**.

Click on the **binocular icon** to find name of the person.

Laboratory Contact		Clear
Name	Title	
Email	Office Phone	
Lab Phone	Emergency Phone	

b. In the **Find User** popup, enter the person's first name and/or last name. Then, click on **Find** button.

Enter first/last name and click **Find**.

Find User		Find
User ID:		
First Name:	emp-faculty	
Last Name:	test	

c. To select the person, click on checkbox next to their name, and then click on the **OK** button. Information from the CalNet Directory will merge into the fields. If this information is incorrect, you will be able to edit it (with the exception of the name field).

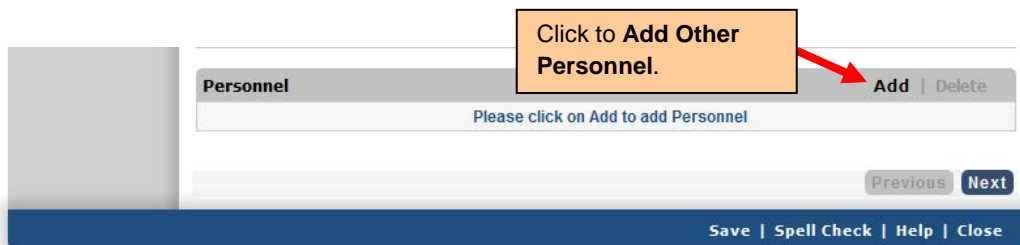
Select the **User** and click on **OK**.

Select User						OK
	User ID	User Name	Title	Department	Email	
<input checked="" type="radio"/>	212386	EMP-FACULTY TEST	Programmer Analyst IV		test@uclink.berkeley.edu	
<input type="radio"/>	322587	EMP-FACULTY-02 TEST	Programmer/Analyst - Directory Architect	IST-Infrastructure Services	test-322587@berkeley.edu	
<input type="radio"/>	322588	EMP-FACULTY-03 TEST	Programmer/Analyst - Directory	IST-Infrastructure Services	test-322588@berkeley.edu	

Name	Title
EMP-FACULTY TEST	Programmer Analyst IV
Email *	Office Phone
test@uclink.berkeley.edu	+1 (510) 643-1234
Lab Phone	Emergency Phone
Department	Mail Code
Select One	94720-3804
Campus Mailing Address	

CalNet Directory data merges into fields, which you can edit

- 4) In order to be added to protocol, **personnel must have a valid CalNet ID**, an online identity which allows access to many UC Berkeley online services.
  - a. A CalNet ID is generated for employees or students by their sponsoring department's Human Resources (HR) Representative.
  - b. If the person is not a UCB employee or student, they must obtain a CalNet ID from their sponsoring department. For more guidance, please contact the Office for Animal Care and Use (OACU) at 642-8855 or [acuc@berkeley.edu](mailto:acuc@berkeley.edu).
- 5) Add all **Other Personnel**
  - a. Other Personnel include any and all individuals who will be handling and/or conducting procedures on live vertebrate animals.
  - b. Those listed as Other Personnel will have viewing access to the protocol, but cannot edit or create a protocol.
- 6) To add **Other Personnel** to the protocol, scroll to the bottom of the page:
  - a. Click on the **Add** button.



- b. Follow steps 3-4, above, to find and add all Other Personnel to the protocol.
- c. Complete all the fields for each person added to the protocol.
- d. All fields labeled with a red asterisk (\*) are mandatory and must be completed before moving on.
- e. **Species and Procedures used for each individual:** More detailed information about species and procedures will be asked for later in the protocol. These questions are asked to help the ACUC determine if this individual has appropriate training or experience with the species and procedures they will be using. The answers should be ***brief but specific***.
  - i. The Personnel Information section should briefly list specific species and procedures listed later in the protocol. For example, "Mice" and "Surgery, Breeding, Genotyping" is preferable to "all species" and "all procedures" because it provides enough information for the ACUC to determine if the person has adequate training and experience.

- f. Note: All individuals listed on an Animal Use Protocol (AUP), including the PI, Laboratory Contact and Alternate Lab Contact, are required to complete the Collaborative Institutional Training Initiative (CITI) course entitled, "Working with the IACUC (All Animal Users)" and the Animal Exposure Questionnaire (AEQ). **Training and AOHSP requirements will be verified by the ACUC prior to approval.** See the [Training and Education](#) and [Animal Occupational Health and Safety Program](#) (AOHSP) policies for more information.

Note: \* denotes mandatory field.

**Personnel** Save | Cancel

Name \* Title

Email \* Office Phone

Lab Phone Emergency Phone

Department Mail Code

Select One

Campus Mailing Address

Will this individual be working directly with animals on this protocol? \*  Yes  No

If "Yes" complete the following:

What species will this person use?:

Briefly list what procedures this person will perform (a full description of procedures is asked for later):

Describe the experience/training this person has had with this/these species and procedures.

Prior to approval, all individuals listed on an Animal Use Protocol (AUP) are required to complete the Collaborative Institutional Training Initiative (CITI) course entitled, "Investigators, Staff and Students - Basic Course" and the Animal Exposure Questionnaire (AEQ). See the [Training and Education](#) and [Animal Occupational Health and Safety Program](#) (AOHSP) policies for more information.

Complete all fields for each person and click on **Save**.

- g. Click on the **Save** button once you complete the information.
- 7) Once you have completed the **Personnel Information** section, click on **Next** to save and move to the next section of the protocol, **Species**.

IACUC - Research Protocol ID: 14-07-3748 (EMP-FACULTY TEST)

Protocol Title: Type your study title here... Save | Spell Check | Help | Close

Previous | Next

**Personnel Information**

**Principal Investigator\***  
(Must have PI status or Exceptional PI status at UC Berkeley)

Name Title

EMP-FACULTY TEST Programmer Analyst IV

Email Office Phone

test@uclink.berkeley.edu +1 (510) 843-1234

Lab Phone Emergency Phone

Click **Next** to save and go to the next section.