

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 the 'Personnel Information' section of the Berkeley eProtocol system. The left sidebar contains a list of tabs: Personnel Information, Species, Are You Using?, Funding Sources, Protocol Information, Certifications, Check For Completeness, Submit Form, Print View, Event History, and Email History. The 'Personnel Information' tab is selected and highlighted with a red arrow. The main form is titled 'Principal Investigator*' and includes the following fields and sections:

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

- 2) Complete all the information for the **Principal Investigator (PI)**, **Co-PI**, **Laboratory Contact**, **Alternate Lab Contact**, and **Administrative Contact** sections.
- a. NOTE: The PI, Co-PI, Laboratory Contact, Alternate Lab Contact, and Administrative Contact can create and edit a protocol, however:
- Only** the PI of a grant or subcontract can add their own SPO Funding information in the **Funding Sources** section of the protocol. It is not possible to delegate this task to someone else. The PI of the grant or subcontract must be listed in the protocol in one of the following roles in order to add SPO funding: **Principal Investigator** or **Co-PI**.
 - Before the eProtocol system will permit the protocol to be submitted to the ACUC, 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. **Only the PI can complete this task.**

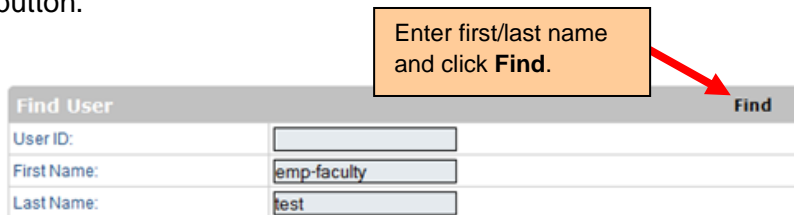
- b. The **Laboratory Contact** is the person primarily responsible for managing all the day-to-day research or teaching operations. This may be a senior staff Research Assistant or Post-doctoral Student, and is the liaison for ACUC communications (e.g., Animal Use Protocol amendments, scheduling semi-annual 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. The **Administrative Contact** is another role that may edit the protocol. This may be a staff Research Assistant, a Graduate student, or an Administrative Assistant who is familiar with all research or teaching operations.
 - e. The **Co-PI** is a person contributing SPO funding to the project. This role was specifically added to eProtocol to allow someone aside from the PI to add funding. Only someone who is the PI or Co-PI of a grant or subcontract tied to the protocol should be listed in this role.
 - f. 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**, **Alternate Lab Contact**, or **Administrative Contact**:

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



The screenshot shows a form titled "Laboratory Contact" with a "Clear" button. The form has two columns of input fields: Name, Title, Email, Office Phone, Lab Phone, and Emergency Phone. A red arrow points to a small binocular icon in the Name field. An orange callout box with the text "Click on the **binocular icon** to find name of the person." is positioned above the icon.

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



The screenshot shows a "Find User" popup form with a "Find" button. The form has three input fields: UserID, First Name, and Last Name. The First Name field contains "emp-faculty" and the Last Name field contains "test". An orange callout box with the text "Enter first/last name and click **Find**." is positioned above the Find button, with a red arrow pointing to it.

- 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).

Find User

User ID:

First Name:

Last Name:

Select User

| | 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 - IST-Infrastructure Services | Directory Architect | test-322587@berkeley.edu |
| <input type="radio"/> | 322588 | EMP-FACULTY-03 TEST | Programmer/Analyst - IST-Infrastructure Services | Directory | test-322588@berkeley.edu |

OK

Name EMP-FACULTY TEST **Title** Programmer Analyst IV

Email * test@uclink.berkeley.edu **Office Phone** +1 (510) 643-1234

Lab Phone **Emergency Phone**

Department Select One **Mail Code** 94720-3804

Campus Mailing Address

4) To add **Co-PI**:

- a. Click on the **Add** button.

Co-Principal Investigator(s)

Add | Delete

Please click on Add to add Co-Principal Investigator(s)

- b. Follow steps 3a-c above.

5) 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 acuc@berkeley.edu.

6) 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.

7) To add **Other Personnel** to the protocol, scroll to the bottom of the page:

- a. Click on the **Add** button.

Personnel Add Delete

Please click on Add to add Personnel

Previous Next

Save | Spell Check | Help | Close

Click to **Add Other Personnel.**

- b. Follow steps 3a-c, 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.
 - ii. For the description of the personnel’s experience/training, using the following template is recommended: “[Personnel’s name] has experience working with [species] since [YEAR]. They will be certified by OLAC veterinary staff prior to performing anesthesia, surgery or euthanasia independently.”
- 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 |
| <input type="text"/> | <input type="text"/> |
| Email * | Office Phone |
| <input type="text"/> | <input type="text"/> |
| Lab Phone | Emergency Phone |
| <input type="text"/> | <input type="text"/> |
| Department | Mail Code |
| Select One ▼ | <input type="text"/> |
| Campus Mailing Address | |
| <input type="text"/> | |
| Will this individual be working directly with animals on this protocol? * | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If "Yes" complete the following: | |
| What species will this person use?: | <input type="text"/> |
| Briefly list what procedures this person will perform (a full description of procedures is asked for later): | <input type="text"/> |
| Describe the experience/training this person has had with this/these species and procedures. | |
| <input type="text"/> | |

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.
- 8) 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

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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) 643-1234 |
| Lab Phone | Emergency Phone |
| <input type="text"/> | <input type="text"/> |

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