**Protocol Personnel Update Form Please note - protocol personnel may only be changed by someone already listed as a protocol participant.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Requestor: Name and Email** | **Principal Investigator(s)** | **Protocol #s** |
|  |  |  |  |

Use this form to add or remove personnel only.

**Please ensure that each person added is enrolled in the Animal Hazards Program (AHP) and has completed required IACUC training. The modification will not be approved until both the AHP and training requirements have been met, and personnel should not start working with animals until approval is secured.**

Complete this form electronically and submit to: [ORCR-iacuc@arizona.edu](mailto:ORCR-iacuc@arizona.edu)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUESTOR USE** | | | | | | |  | | | **IACUC USE ONLY** | | | | | |
| **Name** | **Add or Remove Personnel** | **Email Address and Phone Number** | **Primary Role** | **Performing Surgery[[1]](#footnote-1)** | **Surgical Support (Monitoring, anesthesia, etc.)** | **No Surgical Participation** | **CITI** | **RAQ** | **GRST** | | **USDA Species Specific Training** | **Certification Needed (Individual)** | **Cayuse** | **Occ Health/RAQ** | **ADMIN** | |
|  | Add to Protocol  Remove from Protocol |  | Participant  Co-PI  PI |  |  |  |  |  |  | |  |  |  |  |  | |
|  | Add to Protocol  Remove from Protocol |  | Participant  Co-PI  PI |  |  |  |  |  |  | |  |  |  |  |  | |
|  | Add to Protocol  Remove from Protocol |  | Participant  Co-PI  PI |  |  |  |  |  |  | |  |  |  |  |  | |
|  | Add to Protocol  Remove from Protocol |  | Participant  Co-PI  PI |  |  |  |  |  |  | |  |  |  |  |  | |

**CITI:** See [How to Use CITI](https://research.arizona.edu/compliance/IACUC/awp-investigator-resources) (instructions available, additional videos coming soon) for additional help with CITI.

**RAQ**: Visit the [RLSS User Dashboard](https://rlss.arizona.edu/services/) to initiate the RAQ

**GRST**: The GRST is now online and on-demand! [GRST process](https://rgw.arizona.edu/compliance/IACUC/Personnel/GRST).

**USDA Specific-Species Training:** USDA Training is now online and on-demand! Enroll via [Edge Learning](https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/app/dashboard)

|  |  |
| --- | --- |
| **IACUC Office Use** | **Certification Needed for Protocol Participation** |
|  |

1. By checking the box, I certify that I am aware of the specific training of this individual and assert that they will not perform work on this protocol autonomously until fully trained. A "Fully Trained" individual is on who has been trained by experienced staff in the activities and species listed on the protocol. **Hands on training in standard live animal procedures is available from University Animal Care, if requested.** [↑](#footnote-ref-1)