Personnel Removal in eIACUC

A two-step process is required in order to fully remove personnel from both the PI Library and individual protocols.

**Step One: Removal from PI Library**

When a lab member has left the lab and will not return, it is best to first remove them from the PI Library so they cannot be selected to perform procedures in the future.

To do so, first click “Edit Lab Members” in the PI Library:

![Edit Lab Members in PI Library](https://iacuc.northwestern.edu/images/edit-lab-members.png)

More protocol entry guides are available at [https://iacuc.northwestern.edu/guides/](https://iacuc.northwestern.edu/guides/)
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A pop-up window will then appear and “Delete” can be selected on the right-hand side:

![Edit Lab Members](image)

- If the lab member being deleted is listed as a Lab Editor, Emergency Contact, or PI Proxy, please ensure to click “Remove” and “Delete” under sections 2, 3, and 4 as applicable.

- When finished, click “OK” at the bottom of the pop-up window. The lab member will be removed from the PI Library and will no longer populate when selecting personnel on the “Define Procedure Personnel” page.

- If the lab member being deleted is still listed on the “Define Procedure Personnel” page within active protocols, amendments will need to be submitted in order to delete that lab member from each protocol.

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**Step Two: Removal from Protocols**

As deleting lab members from the PI Library does not carry over into protocols automatically, an amendment must be submitted in order to remove lab members from specific protocols.

If the lab member has left the lab permanently, please ensure they are removed from the PI Library first as outlined on the first two pages of this guide and then continue below.

If the lab member is only being removed from a specific protocol yet will remain on other protocols, do not remove them from the PI Library first and only follow the steps below.

First, navigate to the applicable protocol and click “Create Amendment:”

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Then select “Personnel Change,” and enter a brief description of the lab member(s) being removed.

1.0 * Type of change this amendment is making (check all that apply):
   - Fellowship/Salary Award
   - Project Title Change
   - Funding Change
   - Species Replacement or Addition
   - Change in Scope/Animals Numbers/Project Aims
   - Experimental Procedure Addition(s)/Removal(s)
   - Change in Laboratory Location
   - Satellite Facility Request
   - **Personnel Change**
   - Change in Anesthesia, Analgesia or Sedation (VVC)
   - Change in Experimental Substance (VVC)
   - Change in Euthanasia Method (VVC)
   - Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedures (VVC)
   - Change in Stock, Strain or Genetic Modifications (VVC)
   - Other Changes

2.0 * Description of Changes - briefly summarize the changes:

Removing Jesse Funk from all procedures listed.

Click “Continue,” then “Finish” on the following page.

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The amendment “face page” will then be displayed:

Click “Edit Amendment” to edit the amendment summary if necessary.

Click “Edit Modified Study” to edit the protocol and remove the lab member(s). Navigate to the “Define Procedure Personnel” page and remove the lab member(s) from each applicable procedure. Please also check the “Study Personnel” page to ensure the lab member(s) being removed is not listed as a PI Proxy. Save and Exit.

When finished removing the applicable lab members, click “Submit” to submit the amendment to the IACUC Office.

More protocol entry guides are available at https://iacuc.northwestern.edu/guides/