

HOW TO CREATE A PERSONNEL AMENDMENT IN IRB MANAGER

If you wish to update personnel in your study or protocol:

1. Open the study you are looking at amending by clicking the study # link in your dashboard.
2. Once inside the Study, click on Start XForm located at the left side of the screen under the Actions list.

The screenshot shows the IRB Manager interface for Study 400016-UT (IACUC). The left sidebar contains navigation options: Actions (Send EMail, Start xForm, xForms (1)), Recent Items (400016-UT, 300016-UT, 400019-UT, 400004-UT, 300018-UT, 400025-UT, 400030-UT), Useful Links (All Projects Dashboard, IACUC Dashboard (coming soon), IBC Dashboard (coming soon), IRB Dashboard), and My Docs & xForms (4 Attachments, 79 xForms). The main content area displays the study details in a table format:

Study:	400016	Sponsor(s):	
Committee:	IACUC	Sponsor Id:	
Category:	Research/Breeding	Grants:	
Department:	Psychiatry, Department of	Next Review:	
Last Review:	Full Committee Review	CRO:	
Agent Types:		Year:	2019
Title:	Most Common FCR 1 - with Pre-Review	Surgery?:	Yes
Species:	Mouse	Housing Location:	DLAR, Other Location (Must be approved by IACUC)
Field Work?:	Yes	Other Housing Description:	My house
Total # of Animals on Protocol:	500	Departure From Guide:	asdasdasdfasdf
Departure from Guide:	Sleep Deprivation, Other (details required)	Justification:	experimental procedures locations
Potentially Painful/Distressful?:	Yes	Experimental Procedures Location(s):	
Multiple Survival Surgeries?:	Yes	Multiple Survival Surgeries Justification:	asdasdasdfasdf asdf asdfasdfasdf asdfasdf f
Surgery Location(s):	surgery locations	Animals Not Euthanized?:	Yes
Animals Not Euthanized Details:	I'm gonna take them home.	Euthanasia Location(s):	euthanasia locations

3. You will see an XForm called IACUC Personnel Amendment. Click on this XForm and the Personnel Amendment form will appear.

The screenshot shows the 'Select xForm to start' dialog box. It includes a 'Filter:' field and a table with the following data:

Action	Form (Click to start)	Description
	IACUC Personnel Amendment	IACUC Personnel Amendment
	IACUC USDA Annual Renewal	IACUC USDA Annual Renewal

At the bottom of the dialog box, there is a copyright notice: Copyright ©2000-2020 Tech Software. All Rights Reserved. Billy Goat (2019.12.3899.0/Release/86519d5) | TP-WEB01 | 2020-01-14 21:19:33Z | 0.534s. The interface is powered by IRBManager.

This allows you to remove or add personnel to the protocol. If you cannot find the person you are trying to add to the protocol, you must email (or call them) and ask them to simply log in to IRB Manager (iacuc.utoledo.edu). This will add them to the system and you will be able to select them from the list of personnel to be added.

You cannot change the Principal Investigator from the Personnel Amendment. This must be changed from a regular amendment process.