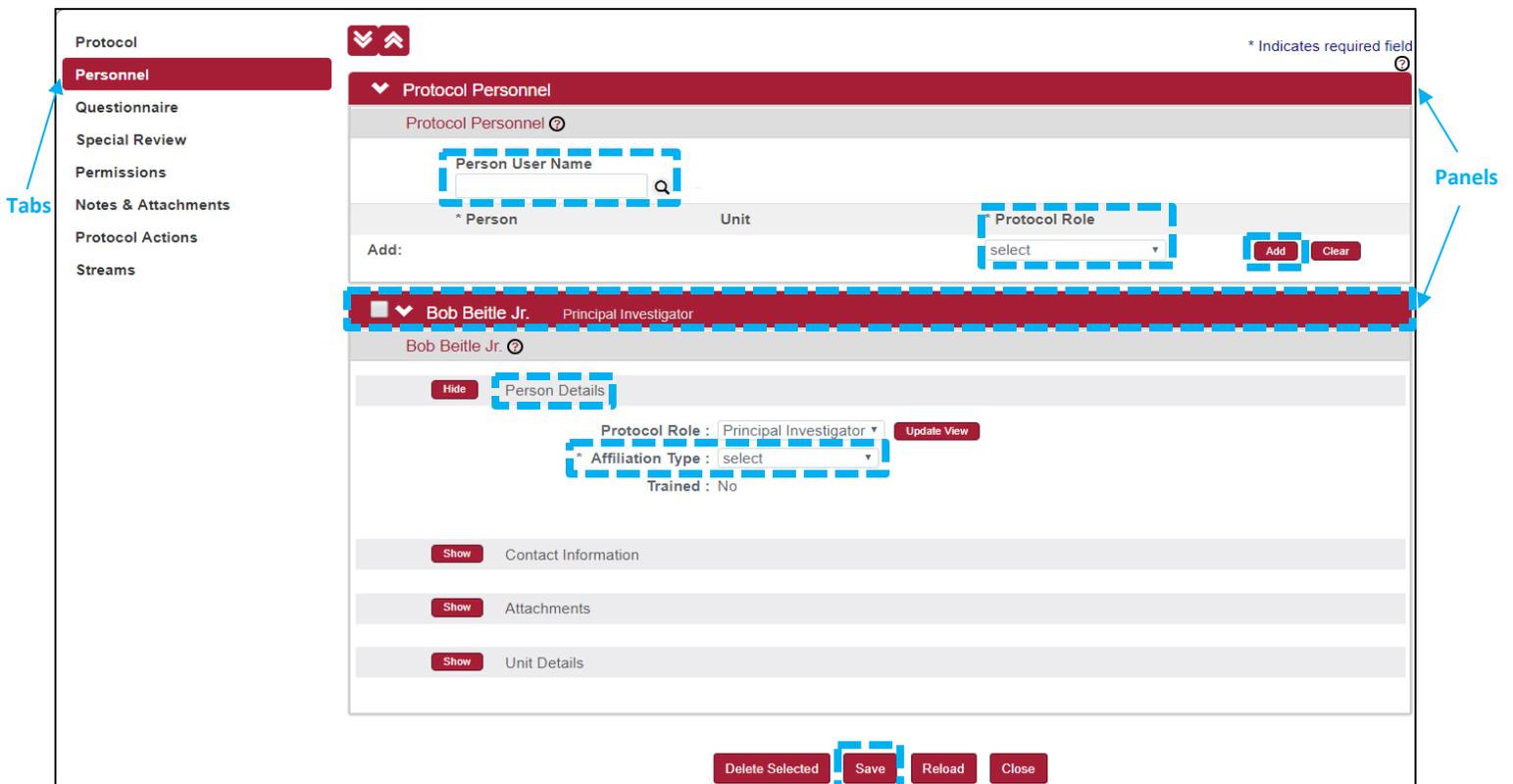


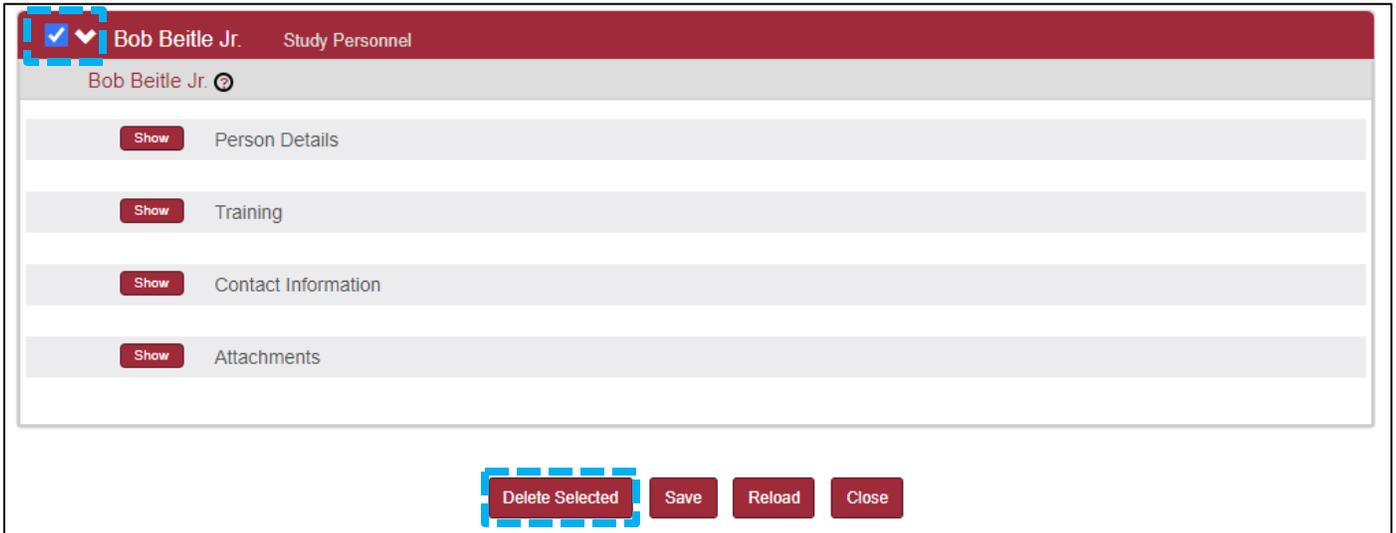
IACUC: UPDATING THE PERSONNEL TAB

The Personnel Tab enables you to identify personnel working on this project. The Principal Investigator identified in on the Protocol tab will automatically be listed in this section. Follow the steps below to enter the required information in the Personnel tab.

- 1) Click the magnifying glass  next to **Person User Name** to look up additional employees that should be listed on this protocol, such as Co-Investigators and Study Personnel
 - a. To locate the person in this search, click the magnifying glass and in the email address field enter their **UADA, UALR, or UARK email address** (include: @uada.edu, @ualr.edu, or @uark.edu) and leave all other search fields blank. Click the **Search** button.
 - b. Below the Search button, locate the person and click **Return Value**.
 - c. Select the appropriate **Protocol Role** from the drop-down box.
 - d. Click the **Add** button  to add this person to the protocol.
 - e. Repeat these steps until all personnel are identified.
- 2) Click the person's name on each panel to expand them.
 - a. Click the **Show** button  next to **Person Details**.
 - b. Select the appropriate **Affiliation Type** such as Faculty, Supervisor, etc.
 - c. Repeat this step for each person listed on the protocol.
- 3) Under the **Panel** for each person listed, you can also access Contact Information and Unit Details associated with each person listed on the protocol. You also have the option to add Attachments at the Personnel level, if needed. Use the **Show** buttons  to access these options.
- 4) Click the **Save** button once all personnel have been added.



To remove personnel from the protocol, click the white box to the left of their name on the panel to add a check like in the image below.



Click the **Delete Selected** button at the bottom of the screen to remove the person from the protocol. If needed, you can add a check to any number of people in the list before clicking the **Delete Selected** button to remove them all at once.