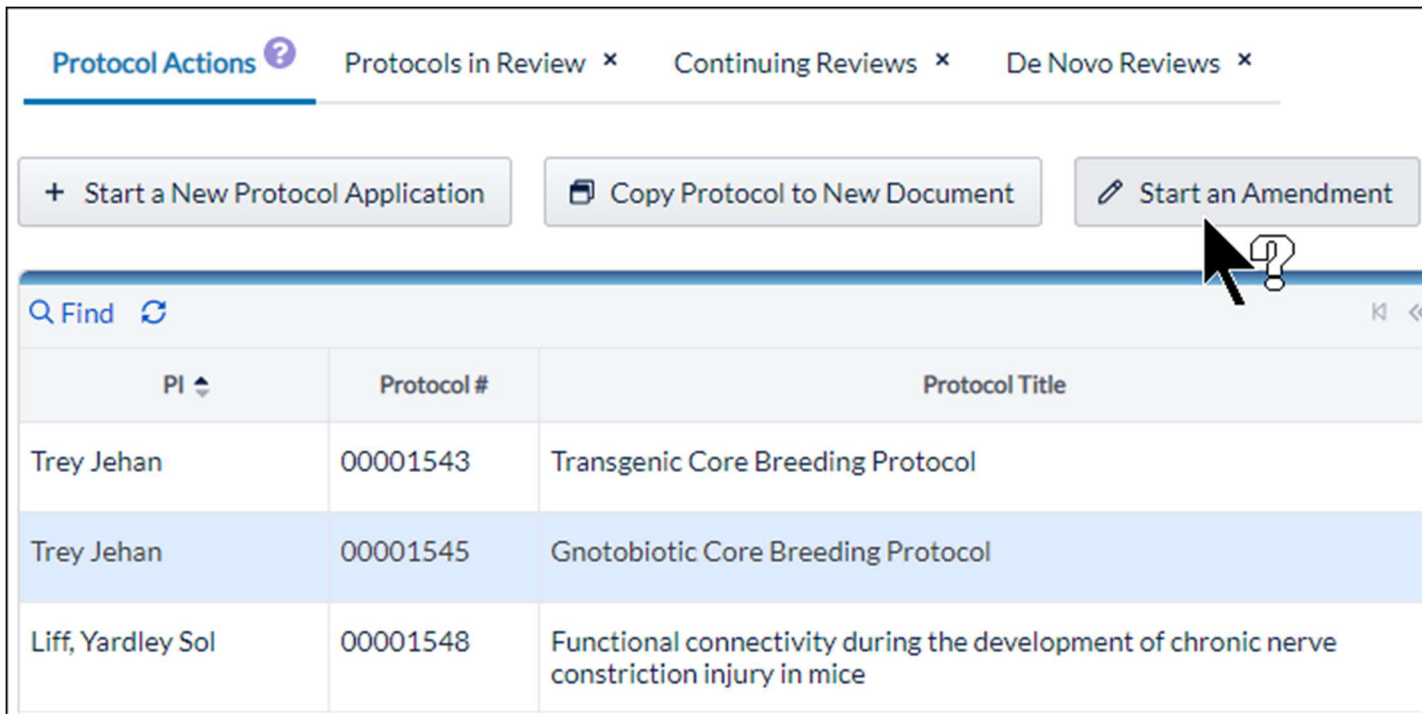


eSIRIUS - How to Draft Amendment to Add Personnel

To start an amendment, select the protocol from the Protocol Actions alert and click on the Start an Amendment button.

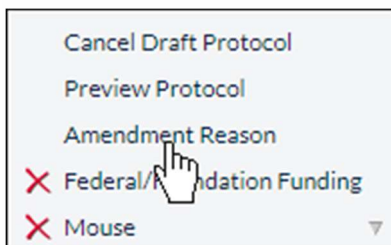


The screenshot shows the 'Protocol Actions' section of the eSIRIUS interface. At the top, there are tabs for 'Protocol Actions', 'Protocols in Review', 'Continuing Reviews', and 'De Novo Reviews'. Below the tabs are three buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', and 'Start an Amendment'. A mouse cursor is pointing at the 'Start an Amendment' button, which has a question mark icon next to it. Below the buttons is a search bar with 'Find' and a refresh icon. Below the search bar is a table with three columns: 'PI', 'Protocol #', and 'Protocol Title'. The table contains three rows of data.

PI	Protocol #	Protocol Title
Trey Jehan	00001543	Transgenic Core Breeding Protocol
Trey Jehan	00001545	Gnotobiotic Core Breeding Protocol
Liff, Yardley Sol	00001548	Functional connectivity during the development of chronic nerve constriction injury in mice

Enter the reason for the amendment and click **Amend Protocol**.

The entire protocol will display. The reason for amendment becomes a part of the protocol Table of Contents is included in the revision.



The screenshot shows a dropdown menu for 'Amendment Reason'. The options are: 'Cancel Draft Protocol', 'Preview Protocol', 'Amendment Reason', 'Federal/NIH Foundation Funding', and 'Mouse'. A mouse cursor is pointing at the 'Federal/NIH Foundation Funding' option, which is highlighted with a red 'X' icon.

Go to Protocol Overview and click on Objectives tab. There at the end of the section, type in word: AMENDMENT, provide current date, then provide detailed reason for amendment.

Start an Application for a New Protocol 00001162 1

Table of Contents

- Options
- Protocol Overview
- Department Funding
- Use Type(s)
- Hazardous Use
- Mouse
 - Info
 - Choice Justification
 - Source
 - Quarantine/Conditioning
 - SOP Exemptions
 - Housing/Use Labs
 - Strains
 - Procedures Questions
 - Surgery
 - MMS
 - Drugs
 - Hazardous Agents
 - Euthanasia
 - USDA Categories
 - Methodology

Protocol Overview

Complete each tab and choose 'Save' when all tabs are completed choose 'Next'.

Title Goals **Objectives** Benefits

How would you explain to a non-scientist the scientific objectives of the animal studies proposed? *

Explanation of proposed animal studies

AMENDMENT 8/21:
To add the following personnel to the protocol:

Save changes Cancel changes

Next go to the Personnel section of the protocol. Then click on Add Personnel.

Table of Contents ?

- Options
- Protocol Overview
- Department Funding
- Use Type(s)
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 - SOP Exemptions
 - Housing/Use Labs
 - Strains
 - Procedures Questions
 - Surgery
 - MMS
 - Drugs
 - Hazardous Agents
 - Euthanasia
 - USDA Categories
 - Methodology
 - Explanation of Animal Numbers
 - Adverse Consequences
 - Alternatives/Duplication
- Databases Searched
- Endpoints
- Personnel
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol

Personnel List

Name all Personnel working on this project. All individuals working with animals are required to attend training provided by the IACUC.

Personnel Info

Personnel Activities

Training Profile

Business Role

Name *

Organization Department *

Email

Phone

Alternate Phone

Cell Phone

FAX

Home Phone

User Name

Primary Contact?

Requester?

Copy Primary Contact on all Emails

Risk Category

Save changes

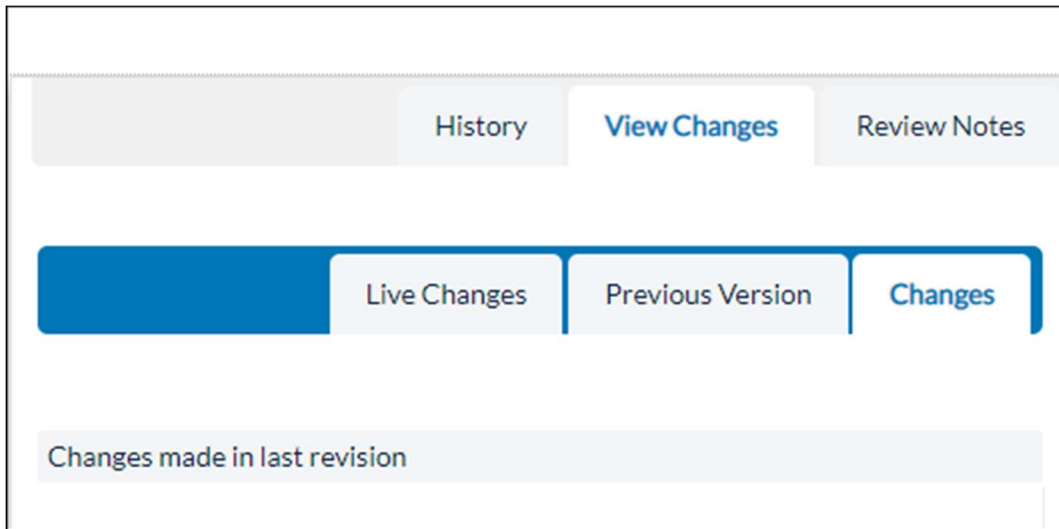
Cancel changes

Tips for completing each tab:

1. Personnel Info: Under Name, as you start typing the last name of new personnel, a dropdown menu appears with list of personnel listed in Master Contact List in eSIRIUS. If the name you are entering does not appear, complete [New Personnel Form](#) and submit to: iacuc@einsteinmed.org.
2. Personnel Activities: Answer all Yes/No questions and confirm what procedures personnel will be involved in the table that appears on the bottom.
3. Training Profile: Only complete first two sections (Degrees and Experience and qualifications with this species / animal model). Information regarding training completed will be auto-populated.

Information regarding tabs on the right screen that provide information about previous reviews.

The View Changes tab includes three additional tabs:



1. **Live Changes:** reflects what was added or deleted from the field.
2. **Previous:** reflects what was in the field previously.
3. **Changes:** reflects the final changes on the field.

If you have any questions and/or need assistance email the IACUC office (iacuc@einsteinmed.org). Your email will be forwarded to a member of the IACUC staff that will reach out to you to provide assistance / answer any questions you may have.