

eSIRIUS – Designating Laboratory Personnel to Receive Email Notifications

To designate a person to receive copies of all emails sent to the Principal Investigator (PI) through Esirius, the person MUST be listed under Personnel. If the person is currently listed, the amendment to *Edit* the personnel is required. If the person is not currently listed, an amendment to *Add* personnel is required. See [How to Submit an Amendment in Esirius](#).

Under Personnel, for the person being designated to receive emails the boxes that appear after: Primary Contact? and Copy Primary Contact on all Emails must be checked.

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 the changes and then Submit the amendment. *As a reminder, ONLY the PI may submit amendments.*