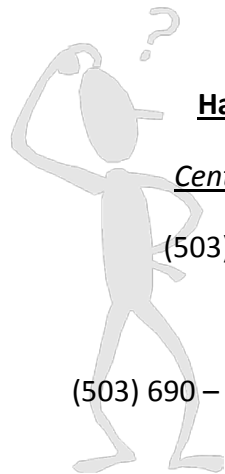


How to add personnel to your eIACUC protocol

1. **Register New Personnel:** Each new person will need to register with the eIACUC before being added to a protocol. To register, have your new personnel follow the steps below. They will need their employee ID and OHSU email address.
 - a. Go to <http://www.ohsu.edu/eiacuc> and click on the registration icon. Fill out the form and you are done!
2. **Complete Big Brain Training:** All new personnel will need to complete *RCR for All* and *RCR Involving Animal Subjects* Big Brain modules prior to submission. Big Brain Link: <https://bigbrain.ohsu.edu/>
3. **Create an eIACUC Modification:** Anyone currently listed on the protocol can generate an eIACUC modification but only the PI will be able to submit it. Follow the steps below to add your new personnel.
 - a. Login to the eIACUC and open the protocol you wish to modify.
 - b. Click on “New Modification” located on the left hand side of the page.
 - c. Briefly describe your modification and click “Continue”. The eIACUC will create a “copy” of your protocol that can be edited. This process could take 10-15 minutes. Once the copy has been made, the word “SmartForm” will appear in small letters in the center of your screen. Click on this word to enter the copy of your protocol.
 - d. Edit your “Creation” page section 8.0. Training information can be described in the tasks text box 2.1. A brief description of training should be included if training was provided by the PI or at another institution. An approximate date range (e.g. 1975 – 1976) and the location of training should be included in the description.
 - e. Next, click “Save” located in the gray bar at the top of the page and then click “Exit”. This will take you out of your protocol copy.
 - f. Click “Exit” again to return to your modification summary page.
4. **Submit Your Modification:** The PI will need to log into the eIACUC and click the submit button located on the left hand side of the page under the “My Activities” section.



Have Questions? Contact us!

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