Overview

All individuals who need to access the Animal Management protocol must be entered on the Personnel page. Personnel need to be U-M employees, U-M students or have U-M friends accounts. Only those personnel listed on this page and approved with the application may conduct the animal experimental procedures.

All questions must be answered and fields filled out in order to submit the application.

Personnel page

1. Click **Add**.

New Personnel page

2. Enter the individual's Uniqname, Last Name, or any part of either in the **User Name** field.

   **Tip:** Use percent sign (%) as a wildcard character to specify parts of words. For example, searching for %kim% returns Hakim, Kim and Kimball.

3. Click **Find**.

New Personnel page (continued)

4. If the individual is listed in the search results, click the correct User Name and go to step 6.

5. If the individual is not listed, Click **next to User Not Found?** for further instructions. New users can only be created by Protocol Creators.
6. Select the correct option in the **Use current UM employee contact information?** field.

**Note:** The contact information automatically populates from the person’s M-Pathways data. If you select **No** in step 6, the fields can be edited as needed.

7. (optional) Enter a contact phone number in the **Alt Phone** field.

8. (optional) Enter a contact email address in the **Alt Email** field.

9. Check the applicable box(es) under **Protocol Roles**. If you check Animal Handler, continue to step 10. Otherwise, go to step 11 when finished selecting roles.

**Notes:**

- **Husbandry Care:** Any person on your protocol that performs and is responsible for direct animal care on a regular basis. Can only be assigned by the PI and must be approved by IACUC. Tasks include:
  - Identifying clinical and behavioral signs of illness in animals and reporting accordingly.
  - Transferring animals to clean cages.
  - Cleaning equipment located inside animal rooms.
  - Sweeping/mopping and sanitation of animal rooms.
  - Trash removal.
  - Changing paper liners in animal cages.
  - Prepping and organizing supplies in response to rodent health management procedures.
  - Stocking supplies in animal rooms and taking inventory of items needed.
  - Other administrative tasks related to animal care such as scheduling of student help for husbandry care, emergency coverage, weekend care, etc.
  - Documenting animal care activities.
• The Husbandry Care and Application/Protocol Editor roles can only be added by the Principal Investigator.

• An Animal Health Contact and an Animal Handler must be specified on the application. The roles can be filled by either the Principal Investigator or one of the listed Personnel.

10. Enter a detailed explanation in the **Describe experience and qualifications for handling animals** field.

**Note:** If the person was included in a previous application/protocol and an experience and qualifications description entered, that description defaults in this field. The description is editable; however any changes made are reflected on all existing applications and protocols.

11. Click **OK**.

**Notes:**

• To add additional Personnel, repeat steps 1-11.

• The contact information and roles for each listed person can be edited by clicking **Update**. If the person should not be on the application, click **Delete** to remove his/her information.

12. If only the Principal Investigator should receive emails about the application, check the **Send system email notifications to Principal Investigator only** box.

**Note:** The **Send system email notifications to Principal Investigator only** option is visible only to the PI.

13. Click **Save**.