

## Personnel Amendments – Important Information

Principal Investigator,

I wanted to take a moment to provide you with important information regarding amendments to add personnel to your protocols.

1. An [Amendment Form to Add Personnel](#) should be submitted to the IACUC **as soon as (or before) a new staff member arrives in your laboratory.**
2. In order to make this process easier, **we will now accept scanned personnel amendment forms via email** as long as they are sent by you (the Principal Investigator of the protocol) to Sue Bonarek ([sue.bonarek@wayne.edu](mailto:sue.bonarek@wayne.edu)). However, you are not required to submit personnel amendments via email.
3. Training does not need to be completed or even started before you submit an amendment. On the contrary, **we are now requiring that an amendment be submitted to the IACUC prior to DLAR hands-on training.**
4. Please remember that all the required training must be completed prior to amendment approval. **Your new staff member cannot work with animals until you have received an amendment approval letter from the IACUC Administration Office.** It is important that you impress upon your new personnel that completing the required training as soon as possible is critical so that work can commence.

Thank you for your continued dedication to the animal care and use program here at Wayne State University. Please let me know if you have any questions.

Thanks,

Dorinda R. Monson  
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