

25<sup>th</sup> Oct 2024**[NUS Internal]****\*\* IACUC Notice: IACUC/2024/08 \*\***Issue affecting PI group in iRIMS-IACUC (Animal Oversight) module

Dear PIs,

1. Due to some technical issues during the backend uploading of user role, all staff and graduate students have been assigned the PI role in the iRIMS-IACUC (Animal Oversight module). We are looking for a solution to the above. In the meantime, we would appreciate if you could inform your staff to contact the IACUC office **immediately** if they are not able to locate your name under the “PI group” assignment (see screenshot below). Please **DO NOT** start any application under the wrong PI group. There will be problem changing PI once the application is drafted.



2. We would also like to bring to your attention that under the iRIMS-IACUC (Animal Oversight) module,
  - a. All staff and graduate students under the same PI's group will have access to **all** the PI's applications regardless of whether he or she is listed as a team member in a specific application.
  - b. Undergraduate students will not have access to iRIMS-IACUC. Please write in to the IACUC office to create an account for them and place them under a PI group before adding them to an IACUC protocol.
  - c. Generally, only the PI can submit an application. If needed, PIs can write to the IACUC office to authorise a team member to submit the application and subsequent amendments on their behalf. Please find below a summary of the various roles in the system and make your nomination in each application accordingly.

Role	Details
<b>PI</b>	The person who proposes and/or has IACUC approval to conduct a protocol involving the use of animals, and has overall responsibility of a protocol. If needed, please refer to attached IACUC policy P202 for details on who can be a PI.
<b>Team member authorize by PI to submit an application</b>	A listed team member in a specific application whom the PI has given the authority to handle online administrative matters relating to the protocol. This includes the submission of online forms for IACUC office

<b>and subsequent amendments on his behalf</b>	processing. Please note that this team member must obtain RCULA/RCUF training and enrol in NUS OH programme even if he/she is not handling live animals. PI will need to write to the IACUC office for such authorization.
<b>Primary contact</b>	A listed team member who will receive email notification when action needs to be taken for an iRIMS-IACUC application. Please make sure both the "Primary Contact" and "Copy Primary Contact on all emails" boxes are checked in the online form for this function to work properly.
<b>Emergency contact</b>	<ol style="list-style-type: none"> <li>1. A person the PI has nominated and authorized to provide oversight and make decisions on the day-to-day running of the protocol. The PI still has ultimate responsibility for the protocol and/or</li> <li>2. A person the PI has nominated and authorized to make decisions on non-compliance and animal welfare issues.</li> </ol>
<b>Team member</b>	A person listed and approved by IACUC to conduct specific procedures and duties in an approved protocol. "Standard" team members will be able to make changes to the online iRIMS-IACUC forms but do not have the authority to submit the forms to IACUC office for processing.

d. New staff/student must be added to the PI's group before the new staff/student can access iRIMS-IACUC. Please contact the IACUC office to add the new staff/students to your PI's group.

Thank you

**IACUC Office**  
**(Transmitted via email)**