**Add Staff Request:**

1. Name of Staff to be added:

2. Staff member's email address:

3. Protocol number(s):

4. PI:

5. Would you like this individual to have editing/writing privileges for your web-based protocol (Yes/No)?

6. Would you like this individual to be copied on email correspondence for this protocol (Yes/No)?

7. Describe this individual's responsibilities as they relate to the species, animal use and handling, specific procedures and euthanasia as proposed in the protocol. Your submission will be returned if the specific procedures this person will be performing are not listed.

8. Please provide a brief explanation of this individual's experience (number of years) and/or training (other than Animal Use Orientation) with the specific procedures they will be performing. If additional training is needed, please list the names of the individuals responsible for training and a description of the trainers' experience (number of years).

*I have provided the individual indicated above with a copy of the protocol and any amendments, and have reviewed their contents with him/her.*