This form is to ONLY add **NEW** personnel to eSirius database. You MUST provide all information listed as “Mandatory” below.

|  |  |  |
| --- | --- | --- |
| **Information Requested** |  | **Response** |
| Last Name | Mandatory | Click or tap here to enter text. |
| First Name | Mandatory | Click or tap here to enter text. |
| Department | Mandatory | Click or tap here to enter text. |
| Office Phone Number | Mandatory | Click or tap here to enter text. |
| Email Address | Mandatory | Click or tap here to enter text. |
| Cell Phone | Optional | Click or tap here to enter text. |
| Emergency Contact Number if IAS needs to reach you regarding animals (provide 24-hour number)  If you do not want to provide your number, you **MUST** provide a number for the PI | Mandatory | Click or tap here to enter text. |
| Interoffice Mailing Address or Laboratory Location | Mandatory | Click or tap here to enter text. |
| Degrees | Mandatory | Click or tap here to enter text. |
| Experience and Qualifications | Mandatory | Click or tap here to enter text. |
| Training Information  Please read and complete appropriate sections. | Mandatory | If listed on the protocol must complete the **CITI Online Training Module Working with the IACUC** BEFORE SUBMITTING THIS FORM. You will also be required to complete: **New User Orientation to Research Animal Use at Einstein** after submission of this form. |
| Will person listed be handling rodents or another species? ***Check Yes or No below.***  No  Yes. Must complete **CITI online species specific training modules and – if handling mice - Working with Genetically Modified Mice in Research Setting** BEFORE SUBMTTING THIS FORM. Will also need to complete: **Safe and Humane Rodent Handling, Anesthesia, Analgesia, and Euthanasia** after submission of this form. |
| Will person listed be participate in survival surgery on rodents or another species? ***Check Yes or No below.***  No  Yes. Must complete the following CITI online training modules *regardless of species*: **(a) Reducing Pain and Distress in Laboratory Mice and Rats, and (b) Aseptic Surgery** BEFORE SUBMTTING THIS FORM. Will also need to complete: **Sterile Survival Surgery for specific species listed on protocol** after submission of this form. |

**NOTE:** To be registered for face to face training, personnel MUST have: (1) been medically cleared by Einstein’s Occupational Health Services Department, and (2) completed all [required CITI online training modules](http://www.einstein.yu.edu/administration/animal-care-use-committee/training/citi-online-training-module.aspx). For questions regarding training requirement and/or this form, contact Dr. Sunder Shrestha by telephone at: **(718) 839-7145**.