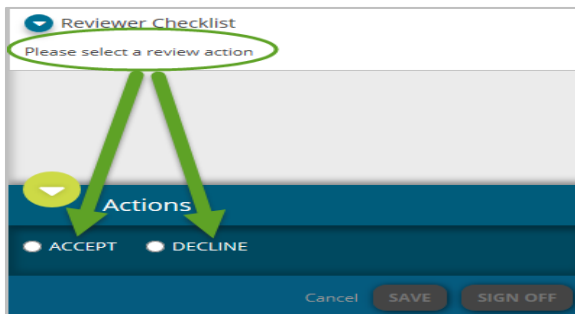


To sign off on your study staff certification, take the following steps:

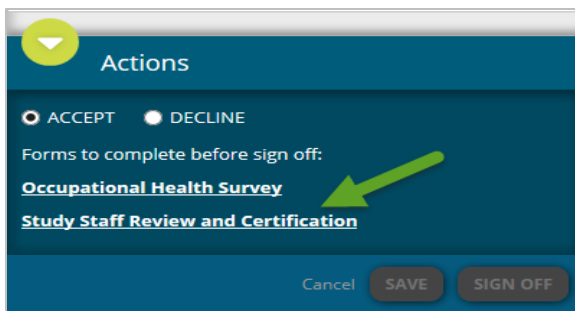
1. Log into Insight (<https://insight4.partners.org/>)
2. Once you log in, you will see your Dashboard with **Activities For Review**
3. Click on the hyperlink for the protocol



4. In the Right Navigation pane select a review action – **Accept** or **Decline**



5. If you click **Accept**, in the Right Navigation pane you will see two forms that must be completed:
 - a. **Occupational Health Survey** – which is only required if you have never been cleared to do animal research, or if your Occupational Health Clearance has lapsed, and
 - b. **Study Staff Review and Certification** – which is required for each protocol you are certifying and signing off on.



In the Left Navigation pane, you will see which of the two forms are required. A red exclamation mark (!) means the form must be completed; a green checkmark (✓) means the form requires no edits to pass the system validation.



6. Read the statement next to each checkbox on the **Study Staff Review and Certification** form. If you agree to the statement, check the checkbox next to the statement to certify your understanding and agreement. Review and certify all four statements, then **Save** the form.

Study Staff Review and Certification

Please check all of the boxes and sign off at the bottom right.

As Study Staff on this protocol, I certify the following

I am familiar with proper handling, experimental and restraint techniques required for the species used or will seek advice and assistance from the staff of the Center for Comparative Medicine.

I certify that I have been informed of the hazards related to all chemicals on this protocol. I have been trained in the safe use of chemicals and will follow all practices and procedures to ensure safe use of chemicals on this protocol.

I have read and agree to abide by the policies governing the care and use of animals at the Institution. It is understood that these policies include applicable local, State, and Federal policies and regulations.

I recognize that failure to adhere to the Institution's policies relating to animal care and use may result in suspension or revocation of permission to perform animal research in Hospital facilities.

If you do not agree with a statement in the **Study Staff Review and Certification** form, click **Decline** (Right Navigation pane under **Actions**) then click **OK** in response to the prompt, "You have unsaved changes on this page are you sure you want to leave?", if it appears. Finally, click **Sign Off**. Otherwise, continue with step #7 below.

7. Once the **Submission Checklist** in the Right Navigation pane indicates all validations have been met, click **Sign Off** in the lower corner of the Right Navigation pane.

[END]