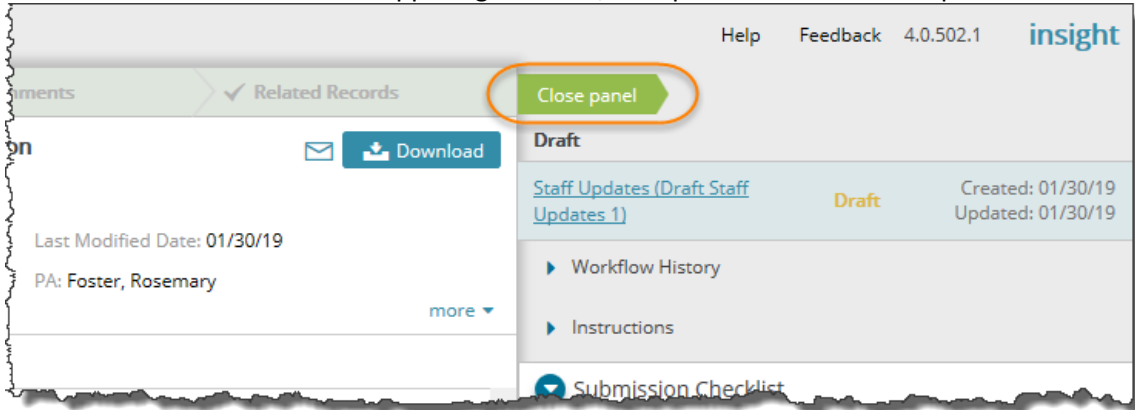


1. Log into Insight.
2. Open the Animals module and search for the protocol.
3. Click **Create Staff Updates** in the left pane.
4. Click the **Close Panel** tab in the upper right corner, to expand the center workspace.



5. Click the **X** at the end of the row for the individual to be removed, then click **OK** when prompted with the question, "Are you sure you want to delete lastname, firstname?".



6. The individual's line item will appear with a red strikethrough.
7. Click the **Open Panel** tab in the upper right corner, to collapse the center workspace and display the right pane.
8. If the message to associate at least one Study Staff to each procedure listed appears in the Submission Checklist, there may be one or more procedures assigned to the person being deleted. By removing them, the form(s) must be reassigned to another Study Staff; you will need to complete this step before you can submit.
9. Once all the requirements of the Submission Checklist have been fulfilled, click **Submit**.  
**Note: You do not have to submit the Occupational Health Survey form.**
10. The Staff Update will convert to a Study Staff Amendment and will route to the PI for approval.
11. The PI will need to **Accept** then complete the **Principal Investigator Certification MGH** form, click **Save** and click **Sign Off**.  
**Note: The PI does not have to submit the Occupational Health Survey form.**
12. The Amendment will be reviewed by our office; upon approval the individual will be removed from the protocol.

[END]