UC **SANTA BARBARA**

To IACUC PIs and Lab Managers:

In an effort to increase compliance with UCSB's vertebrate Animal Care and Use Program, the IACUC has created a simple and efficient mechanism for PIs and Lab Managers to share their lab's approved IACUC protocols and associated documents (modifications, SOPs, etc.) with the other personnel on the project roster. This will be done using the Google Shared Drive feature and the UCSB email accounts of those working on the protocol. Instructions are below.

Each PI will have a Google Shared Drive with PDF versions of the current version of their protocols and associated documents. The PI will be the Manager of this folder and is able to give access to anyone with a UCSB email account. Additionally, each PI may select one person (e.g., Lab Manager) who will also be given Manager permissions for the folder and can also give access to lab members. Once an individual is no longer working on an IACUC protocol, the PI and Lab Manager are responsible for removing that individual's access.

For field researchers, please note that the folder will include the most recent versions of your permits that the IACUC has on file. If there are newer versions of these permits available, please send a copy to iacuc@lifesci.ucsb.edu. Permits may be shared using the process described below for subfolders.

How to give IACUC document access to lab members:

1. You will receive an email from Sean Mayuga (via Google Drive) with the subject: "You've been added to the shared drive Protocol-*PI Last Name*."
2. Click the 'Open shared drive' button in the email. This will open the shared drive in your internet browser. If you are not signed in to your UCSB Google account, please do so now.
   a. We recommend creating a bookmark for the shared drive in your browser.
3. To share all of the contents of the shared drive with people listed on your IACUC roster, make sure none of the subfolders or files are selected and then click 'Manage members' in the upper right corner of the page.
4. A new window will open. Type the UCSB email of the person(s) with whom you would like to share the folder. Select '**Viewer'** from the dropdown menu with a list of roles, located next to the email field. We strongly recommend including a message to the lab member(s) that they are expected to read the shared documents and may want to bookmark the drive. Click 'Send'.
   a. **It is very important to only assign roster personnel as "VIEWER".**

- Please note that if you have multiple protocols, there will be a separate subfolder for each one. If different personnel are working on different protocols, the process is similar for sharing the protocol subfolders with the relevant personnel. Right click the subfolder, select 'Share', and assign Viewers as described above.

- Contact the IACUC Office with any questions, including instructions on how to give shared drive access to personnel working on the protocol who do not have a UCSB email account.