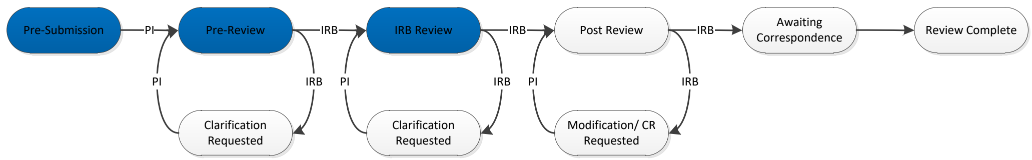
Job Aid Title	Edit Research Staff
Relevant Users	Principal Investigator (PI), Study Staff, Additional Contact
Covered Topics	How to update project personnel

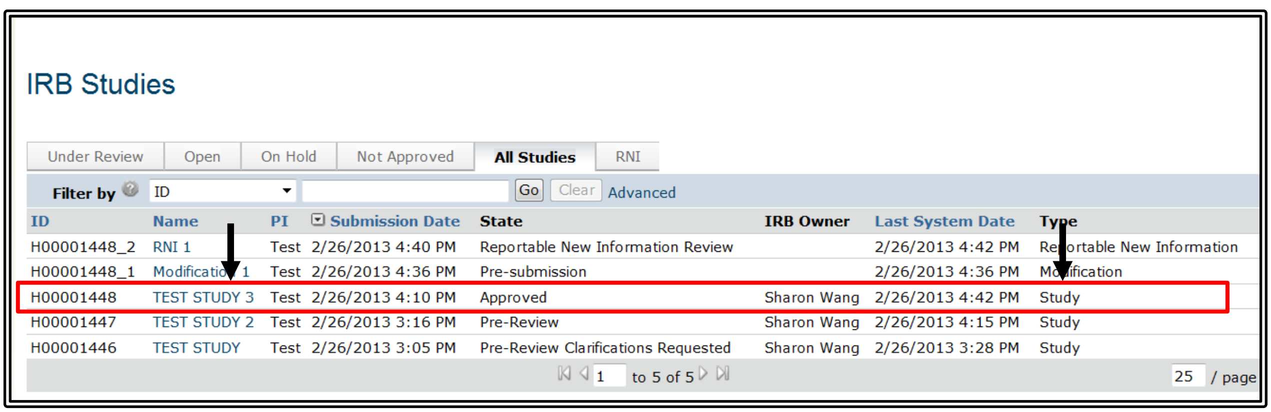


1. Navigate to workspace

- Select the **IRB** link shown below. Then, select **IRB STUDIES**.

! Note:

- Refer to the Navigating to Find Studies Job Aid that describes how to find your eIRB studies.
- The activity to **Edit Research Staff** is not available when a submission is under IRB review (e.g., while in pre-review, non-committee review, etc.).


IRB Studies

Under Review | Open | On Hold | Not Approved | All Studies | RNI

Filter by ID Go Clear Advanced

ID	Name	PI	Submission Date	State	IRB Owner	Last System Date	Type
H00001448_2	RNI 1	Test	2/26/2013 4:40 PM	Reportable New Information Review		2/26/2013 4:42 PM	Reportable New Information
H00001448_1	Modification 1	Test	2/26/2013 4:36 PM	Pre-submission		2/26/2013 4:36 PM	Modification
H00001448	TEST STUDY 3	Test	2/26/2013 4:10 PM	Approved	Sharon Wang	2/26/2013 4:42 PM	Study
H00001447	TEST STUDY 2	Test	2/26/2013 3:16 PM	Pre-Review	Sharon Wang	2/26/2013 4:15 PM	Study
H00001446	TEST STUDY	Test	2/26/2013 3:05 PM	Pre-Review Clarifications Requested	Sharon Wang	2/26/2013 3:28 PM	Study

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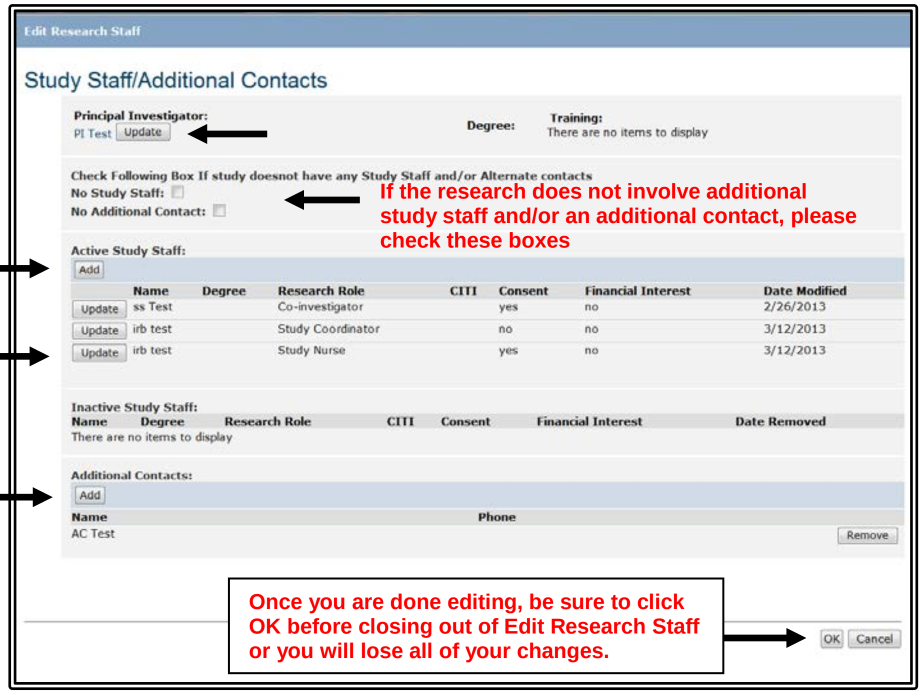
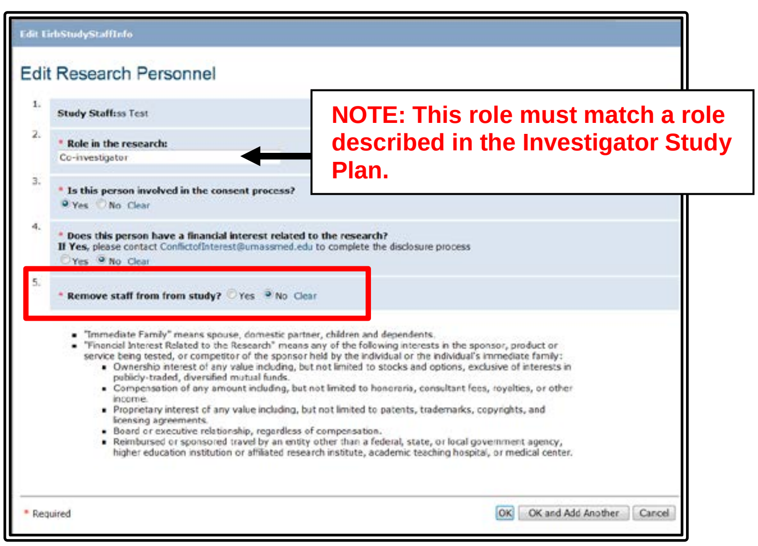
2. Edit Research Staff

- Find the study for which you want to edit research staff using the **All Studies** tab. The **Edit Research Staff** link is only available in the "PARENT" study (i.e. initial submission) workspace and not in follow-on submissions (e.g., modifications, continuing reviews). You can find the parent study by looking for study ID (e.g., H00001448) or for the submission type STUDY.

- Click on the **Name** of the study. When the parent study has opened, look under **My Current Actions** on the left hand side of the screen. Select the **Edit Research Staff** link.



- In the **Study Staff/Additional Contacts** pop-up, look under **Active Study Staff** (see above).
- Click **Add** to add a new staff member. Complete the questions in the **Edit Research Personnel** pop-up window. To search using a wild card, use the % symbol.
- Click on the **Update** button next to a person's name to edit information about them.
- If you want to remove study staff, click **Update** next to the person's name and answer **Yes** to question 5: Remove Staff from Study (see below).



- Click on the **OK** button to close the page. Click the **OK and Add Another** to continue adding staff.
- When you return to the **Study Staff/Additional Contacts** window, you must click **OK** again. Be sure to scroll down until you see the OK button. (If you skip this step, you will lose all of your changes.)
- When individuals are added they will receive an e-mail notification that they have been added to the study.
- You can also **Add** or **Remove** Additional Contacts.

Tips:

- If you don't want to change anything, click on the Cancel button to close without editing.
- When you remove staff from the study, you will not see the staff listed under "Inactive Study Staff" until you complete the changes and exit.
- If the PI is the only research staff listed in eIRB, the PI can add an additional contact or study staff and that person can then add/remove other study staff. The additional contact(s) will receive the same eIRB notifications as the PI.
- **Investigator Study Plan—Resources Available:**
    - If your changes to personnel affect the Resources Available description of your Investigator Study Plan, you must obtain prior IRB approval before implementing the changes. Submit a Modification request with a revised Investigator Study Plan.
    - If you provided a description of the general roles, responsibilities, and qualifications of study staff in the Resources Available section of your Investigator Study Plan and are adding or removing staff members in a way that is consistent with that description, the list of personnel must be kept current, but changes no longer require prior IRB approval.
- **Change of PI:**
    - **Changing the PI** must be submitted as a Modification of the approved research and cannot be done using Edit Research Staff. Refer to the Change of PI Job Aid that describes how to change the PI for an eIRB study.
- If the individual you wish to add is not listed in eIRB, first check to see if they are listed under another name (e.g., maiden name). If they do not exist in eIRB and are a student or employee of UMass Worcester, submit a New User Request on the IRB website (http://www.umassmed.edu/ccts/irb/access/). If they are not a student or employee of UMass Worcester, complete the Non-UMass Personnel available in the Forms and Templates section of the IRB website and email the information to irb@umassmed.edu.
- **Note:** Edit Research Staff is not available if an Continuing Review, Modification, or Continuing Review and Modification is under review by the IRB ("under review" includes the following common states: Pre-Review, Pre-Review Conducted, Assigned to Scheduled Meeting, In Non-Committee Review, Responded to IRB Decision, Awaiting Correspondence). If you need to make changes to the research staff immediately and a submission is under review by the IRB, please contact the IRB Owner of the open submission.