

# PERSONNEL CHANGE SCREENSHOT GUIDE

Within your submission, select IRB Study Amendment

## IRB

**IRB SUBMISSION FORMS**

- IRB Study Amendment Form**
- External Adverse Event (IND Safety) Report Form**
- Inactivation Form**

Click on Add a new Form on the top right

My Workspaces  Study Alias: TEST | Myrma Arvizo, BMS, CIP, CHRC | Study Assistant | **IRB Study Amendment Form** Back

Study Status: **Draft** | Study Title: TEST Application 02/03/2021

[Copy Form](#) [Add a New Form](#) [Compare Two Versions](#) [Delete Selected Form\(s\)](#)

List of records associated with form: IRB Study Amendment Form.  
To view previous versions click on the folder icon

1 result(s) found...

Show	Edit/View	Details	Apply to Multiple	Sub-Rounds	Track Location	Process Submission	Submission Date	Update Date	Update Number	Created By	Date Created	Modified By	Date Modified
<small>No records have been created.</small>													

Section 1.0-Is prepopulated

[Print Friendly](#) [Refresh Constant Fields](#) [Save Section](#) [Save and Continue to Next Section](#)

Section view of the Form | **Entire view of the Form**

1.0 Study Information

**Texas Tech University Health Sciences Center El Paso  
Institutional Review Board**

**Study Modification Form**

**1.1 IRB Number:**

**1.2 Sponsor:**  
Anesthesiology(Anes)

**1.3 Study Title:**  
TEST  
TEST Application 02/03/2021

**1.4 Principal Investigator:**  
Myrma Arvizo, BMS, CIP, CHRC

**1.5 Study Contact:**  
Myrma Arvizo, BMS, CIP, CHRC

Click on Save and Continue to Next Section

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

## Section 2.0-Enter date, modification number (depends on previously submitted), and select Personnel Change Request

My Workspaces | Study Alias: TEST | PI: Arviso, Myrna, BMS, CIP, CHRC | Study Assistant | IRB Study Amendment Form - (Version 1.0) | Back

Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section

Section view of the Form | **Entire view of the Form**

1.0 Study Information  
2.0 **General Information**

**2.0 General Information**

2.1 \* Date of Modification:  
09/23/2021

2.2 \* Modification Number:  
3

2.3 \* Type of Modification:  
 Personnel Change Request  
 Protocol modifications  
 Recruitment materials  
 Updated investigator brochure  
 Informed consent revision  
 Changes to study application  
 Changes to study documents (questionnaires, surveys, etc.)  
 Other

Click on Save and Continue to Next Section

Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section

## Section 3.0-Click on Setup Key Study Personnel Request on the right

My Workspaces | Study Alias: TEST | PI: Arviso, Myrna, BMS, CIP, CHRC | Study Assistant | IRB Study Amendment Form - (Version 1.0) | Back

Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next S

Section view of the Form | **Entire view of the Form**

1.0 Study Information  
2.0 General Information  
3.0 **Personnel Change Request**

**3.0 Personnel Change Request**

Indicate ONLY personnel you are adding or deleting from the study.

**Assign key study personnel(KSP) Request to the study** | Setup Key Study Personnel Request

If applicable, please add the new Principal Investigator for the study:

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

B) Research Staff

If applicable, please add any new Study Contact:

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

If applicable, please select any existing Personnel you wish to remove:

First screen is to add personnel

**Setup Study Personnel** X

**User Search**

Remove Personnel List

Last Name:  First Name:

by Department:

Select	Training?	Name	Department	Email
Your search criteria returned 0 results.				

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**Selected Study Personnel:**

**Principal Investigator**

Name	Role
No Personnel has been selected for this group.	

**Additional Investigators**

Name	Role
No Personnel has been selected for this group.	

**Enter at least the last name of the person you are trying to add, then click on Find User/Search Directory. The person will display as shown below. If you would like to see the training that has already been completed, click on the graduate icon. Otherwise, click on Select.**

**Setup Study Personnel** X

**User Search**

Remove Personnel List

Last Name:  First Name:

by Department:

Select	Training?	Name	Department	Email
		Arvizo, Myrna, BMS, CIP, CHRC	Administration	myrna.arvizo@

**The next screen will ask to select a role for the person being added and whether you would like for them to also be included as a study contact who receives all system notices. Click Save when complete.**

**Add Personnel Role** X

Select the Role for **Myrna Arvizo, BMS, CIP, CHRC** :

Principal Investigator  
 Additional Investigators Co-Investigator  
 **Research Support Staff**  
 Study Contact

--none--

Clinical Research Associate

Study Coordinator

Nurse

Participating Clinician

Biostatistician

Technician/Post Doc

Volunteer

Regulatory Specialist

Research Assistant

Laboratory Personnel

Participating Researcher

IBC License Holder

Hazmat Trained Shipper

Would you like to include as a **Study Contact** ?  Yes

**Once the selection is made, the person being added will display below, under the category selected.**

**Setup Study Personnel** X

**User Search**

Remove Personnel List

Create My Personnel Pool

Last Name:  First Name:

by Department:

Select	Training?	Name	Department	Email
		Arvizo, Myrna, BMS, CIP, CHRC	Administration	myrna.arvizo@

<  >

**Selected Study Personnel:**

**Research Support Staff**

Name	Role
Arvizo, Myrna, BMS, CIP, CHRC	Clinical Research Associate

**Contact**

Name	Role
Arvizo, Myrna, BMS, CIP, CHRC	Study Contact

**To remove existing personnel from the study, click on the second tab on the left, in red, Remove Personnel List. This will change to white and will display everyone currently listed. Select those that are being removed.**

**Setup Study Personnel**

User Search

**Remove Personnel List**

Create My Personnel Pool

<input checked="" type="checkbox"/>	Name	Role on the Study
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Principal Investigator
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Study Contact
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Study Author
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Designated Department Approver(s)
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Clinical Research Associate

**Selected Study Personnel:**

**Principal Investigator**

	Name	Role
No Personnel has been selected for this group.		

**Additional Investigators**

	Name	Role
No Personnel has been selected for this group.		

Save Selections

Clear Key Study Personnel

Close Setup of Study Personnel

**Once selected, the names will display under the section Remove Personnel List (see below). If the name(s) do not display in this section, the system will not recognize that they are being removed. When complete, click on Close Setup of Study Personnel.**

Print Friendly
Refresh Constant Fields
Save Section
Save and Continue to Next Section

**Setup Study Personnel**

User Search

**Remove Personnel List**

Create My Personnel Pool

<input checked="" type="checkbox"/>	Name	Role on the Study
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Principal Investigator
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Study Contact
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Study Author
<input type="checkbox"/>	Myrna Arvizo, BMS, CIP, CHRC	Designated Department Approver(s)

**Selected Study Personnel:**

**Contact**

	Name	Role
	Arvizo, Myrna, BMS, CIP, CHRC	Study Contact

**Remove Personnel List**

	Name	Role
	Arvizo, Myrna, BMS, CIP, CHRC	Clinical Research Associate

Save Selections

Clear Key Study Personnel

Close Setup of Study Personnel

**This will return you to section 3.0, Setup Key Personnel Request section. The names of those being added and/or removed will display on this section in the applicable categories.**

Section view of the Form | Entire view of the Form

1.0 Study Information  
2.0 General Information  
3.0 Personnel Changes

3.0 Personnel Changes

**Assign key study personnel(KSP) Request to the study** Setup Key Study Personnel Request

If applicable, please add the new Principal Investigator for the study:

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

B) Research Staff

Arvizo, Myrna, BMS, CIP, CHRC  
Clinical Research Associate

If applicable, please add any new Study Contact:

Arvizo, Myrna, BMS, CIP, CHRC

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The project contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

If applicable, please select any existing Personnel you wish to remove:

Arvizo, Myrna, BMS, CIP, CHRC Clinical Research Associate

**Click on Save and Continue to Next Section**

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

**Section 4.0-Enter a description and reason for the modification**

**Click on Save and Continue to Next Section**

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

**Section 5.0-Attached a revised protocol and application, if applicable.**

**Click on Save and Continue to Next Section**

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

**Signoff and Submit when complete.**