

## ADDING STUDY PERSONNEL

In addition to the Principal Investigator, other study staff members can be included on the application. Each study staff member can be granted access to future correspondence related to the study and/or to edit the application.

### Study staff roles include:

- Principal Investigator - *individual who has full responsibility for study's conduct*
- Co-Principal Investigator (Co-PI) - *individual who shares responsibility for the study with the Principal Investigator*
- Sub-Investigator - *individual who assists PI or Co-PI in certain assigned aspects of the study, and may be listed as a key personnel on a grant*
- Study Coordinator - *individual who coordinates with the PI and RSRB about the review and approval of the study*
- Other study personnel - *data analysis personnel, persons obtaining consent, personnel who may recruit subjects, etc.*

### 1. SELECTING A PRINCIPAL INVESTIGATOR

#### *Application form*

1. Go to **section 1.4** in the application form

2. Click the Select... button

1.4	<table border="1"> <thead> <tr> <th>Principal Investigator</th> <th>HSPP/EPRP</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>* [None] <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span></td> <td></td> <td></td> </tr> </tbody> </table>	Principal Investigator	HSPP/EPRP	Expiration Date	* [None] <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>			<p>Only the PI can "Submit" this application.</p> <p><small>Note: The HSPP/EPRP number and the expiration date will not be updated until the current form is being saved.</small></p>										
Principal Investigator	HSPP/EPRP	Expiration Date																
* [None] <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Select...</span>																		
1.5	<p><b>Co-Principal Investigator(s):</b> (Individuals who share full responsibility for the study with the Principal Investigator)</p> <p><a href="#">Add</a></p> <table border="1"> <thead> <tr> <th>Last</th> <th>First</th> <th>Organization</th> <th>HSPP/EPRP No.</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td colspan="5">There are no items to display.</td> </tr> </tbody> </table>	Last	First	Organization	HSPP/EPRP No.	Expiration Date	There are no items to display.											
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1.6	<p><b>Sub-Investigator(s):</b> (Individuals who assist PI or Co-PI in certain assigned aspects of the study)</p> <p><a href="#">Add</a></p> <table border="1"> <thead> <tr> <th>Last</th> <th>First</th> <th>Organization</th> <th>HSPP/EPRP No.</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td colspan="5">There are no items to display.</td> </tr> </tbody> </table> <p><b>If applicable, list all non-UR affiliate Investigator(s) include Name and Institution:</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p><small>Submit a copy of the Human Subjects Investigator certification (or UR HSPP # for those institutions that do not provide such training.)</small></p> <p><a href="#">Add</a></p> <table border="1"> <thead> <tr> <th>name</th> <th>Revision</th> <th>Modified Date</th> </tr> </thead> <tbody> <tr> <td colspan="3">There are no items to display.</td> </tr> </tbody> </table>	Last	First	Organization	HSPP/EPRP No.	Expiration Date	There are no items to display.					name	Revision	Modified Date	There are no items to display.			
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There are no items to display.																		
name	Revision	Modified Date																
There are no items to display.																		

### Select person window

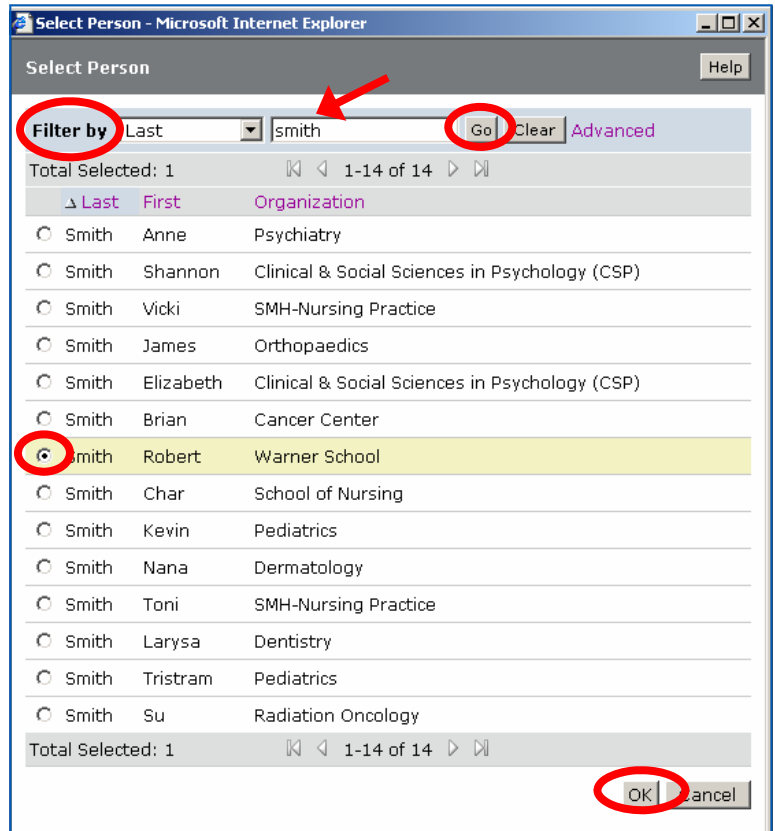
Select Person window appears

3. Type in the PI's last name in the search box, and click the **Go** button

*Note:* You can filter your search by last name, first name, or by department.

4. Select the relevant name from the list

5. Click the **OK** button



### Application form

The Principal Investigator has now been added to the application.

*Note:* The HSPP/EPRP number and the Expiration Date will be updated after you save this form.

1.4	Principal Investigator	HSPP/EPRP	Expiration Date
	* Robert Smith <input type="button" value="Select..."/>		

## 2. SELECTING A CO-PRINCIPAL INVESTIGATOR(S)

### Application form

1. Go to **section 1.5** in the application form

2. Click the **Add** button

1.5 Co-Principal Investigator(s): (Individuals who share full responsibility for the study with the Principal Investigator)

**Add**

Last	First	Organization	HSPPE/PRP No.	Expiration Date
There are no items to display.				

Select One or More Persons window appears

3. **Type in** the Co-PI's last name in the search box, and click the **Go** button

**Note:** You can filter your search by last name, first name, or by department.

4. **Select** the relevant name from the list (you can select more than one name)

5. Click the **OK** button

### Select one or more persons window

Select One or More Persons

Filter by Last  **Go** Clear Advanced

Deselect All

Total Selected: 2 1-25 of 3885

<input type="checkbox"/>	Last	First	Organization
<input type="checkbox"/>	Coordinator	No	Not Applicable
<input type="checkbox"/>	Abas	Peter	Warner School
<input type="checkbox"/>	Abayon	Maricelle	Dentistry
<input type="checkbox"/>	Abazari	Azin	Ophthalmology
<input type="checkbox"/>	Abbasi	Adeel	Medical Education
<input checked="" type="checkbox"/>	Abbey	Tiffany	Cancer Center
<input type="checkbox"/>	Abbott	Susan	Obstetrics and Gynecology
<input type="checkbox"/>	Abbott	Richard	Primary Care Center
<input checked="" type="checkbox"/>	Abboud	Camille	Cancer Center
<input type="checkbox"/>	Abe	Junichi	Center for Cardiovascular Research
<input type="checkbox"/>	Abidi	Maheen	Infectious Diseases
<input type="checkbox"/>	Abraham	Irwin	Unknown Department
<input type="checkbox"/>	Abrams	Terese	Pediatrics
<input type="checkbox"/>	Abrams	Jennifer	Medical Education Awards Program

Total Selected: 2 1-25 of 3885

**OK** Cancel

### Application form

The Co-PI(s) has been added to the application.

To **remove** a Co-PI from this list, check the appropriate box,  and click the **Remove** button

1.5 Co-Principal Investigator(s): (Individuals who share full responsibility for the study with the Principal Investigator)

**Add** **Remove**

Last	First	Organization	HSPPE/PRP No.	Expiration Date	
<input checked="" type="checkbox"/>	Abbey	Tiffany	Cancer Center	67340411H	4/30/2009
<input type="checkbox"/>	Abboud	Camille	Cancer Center	11060604	6/30/2007

### 3. SELECTING A SUB-INVESTIGATOR(S)

#### Application form

1. Go to **section 1.6** in the application form

2. Click the **Add** button

#### Select one or more persons window

Select One or More Persons window appears

3. **Type in** the Sub-Investigator's last name in the search box, and click the **Go** button


*Note:* You can filter your search by last name, first name, or by department.

4. **Select** the relevant name from the list (you can select more than one name)

5. Click the **OK** button

Last	First	Organization	
<input type="checkbox"/>	Coordinator	No	Not Applicable
<input type="checkbox"/>	Abas	Peter	Warner School
<input type="checkbox"/>	Abayon	Maricelle	Dentistry
<input type="checkbox"/>	Abazari	Azin	Ophthalmology
<input type="checkbox"/>	Abbasi	Adeel	Medical Education
<input checked="" type="checkbox"/>	Abbey	Tiffany	Cancer Center
<input type="checkbox"/>	Abbott	Susan	Obstetrics and Gynecology
<input type="checkbox"/>	Abbott	Richard	Primary Care Center
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<input type="checkbox"/>	Abidi	Maheen	Infectious Diseases
<input type="checkbox"/>	Abraham	Irwin	Unknown Department
<input type="checkbox"/>	Abrams	Terese	Pediatrics
<input type="checkbox"/>	Abrams	Jennifer	Medical Education Awards Program

The Sub-Investigator(s) has been added to the application.

To **remove** a Sub-Investigator from this list, check the appropriate box,  and click the **Remove** button

### Application form

Last	First	Organization	HSPP/EPRP No.	Expiration Date	
Abbey	Tiffany	Cancer Center	67340411H	4/30/2009	
<input checked="" type="checkbox"/>	Aboud	Camille	Cancer Center	11060604	6/30/2007

If applicable, list all non-UR affiliate Investigator(s) include Name and Institution:

Submit a copy of the Human Subjects Investigator certification (or UR HSPP # for those institutions that do not provide such training.)

## 4. SELECTING A STUDY COORDINATOR

1. Go to **section 1.7** in the application form

2. Click the **Select...** button

### Application form

Study Coordinator	HSPP/EPRP	Expiration Date
* training use   <b>Select...</b>		

Select Person window appears

3. **Type in** the Study Coordinator's last name in the search box, and click the **Go** button

**Note:** You can filter your search by last name, first name, or by department.

4. **Select** the relevant name from the list

5. Click the **OK** button

### Select a person window

Select Person

Filter by: Last | williams | **Go** | Clear | Advanced

Total Selected: 1 | 1-13 of 13

Last	First	Organization	
<input type="radio"/>	Williams	David	Brain & Cognitive Sciences
<input type="radio"/>	Williams	Jackie	Radiation Oncology
<input type="radio"/>	Williams	Marc	Medicine
<input type="radio"/>	Williams	Thomas P	Psychiatry
<input checked="" type="radio"/>	Williams	Ruth	Neurology
<input type="radio"/>	Williams	Valerie	Surgery
<input type="radio"/>	Williams	Andrew	Medicine
<input type="radio"/>	Williams	Jennifer	Emergency Medicine
<input type="radio"/>	Williams	Thomas	Medicine
<input type="radio"/>	Williams	Jennifer	Ophthalmology
<input type="radio"/>	Williams	Geoffrey	Medicine
<input type="radio"/>	Williams	Angela	Psychiatry
<input type="radio"/>	Williamson	Mary	Surgery

Total Selected: 1 | 1-13 of 13

**OK** | Cancel

### Select a person window

If you don't have a Study Coordinator, please select the first option in the **Select Person** window: No Coordinator.

**Note:** The Principal Investigator can also serve as a coordinator of the study.

## 5. SELECTING OTHER STUDY PERSONNEL

### Application form: scroll-down menu

Any research personnel obtaining consent or having contact with subjects, and not included on page 1 (sections 1.4 through 1.7), need to be added to the application.

1. Using the **Continue ->** button, navigate to **section 85.1** in the application form

2. Type a list of names, HSPP/EPRP numbers and expiration dates into section **85.1**.

**!** When making a change within the application form, always save the form by clicking on **Save** link or the **Continue ->** button.

### Application form