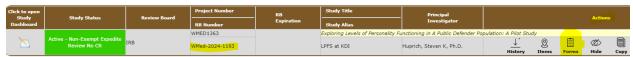
HOW TO SUBMIT A RESEARCH PERSONNEL CHANGE REQUEST

Log into iMedRIS

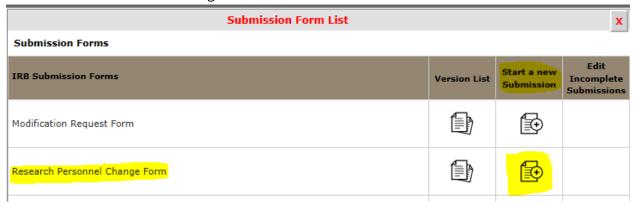
Once logged in you will land on the **Study Assistant page**.

Go to the **All Studies** section on the bottom half of the page and locate the study that personnel are being added onto.

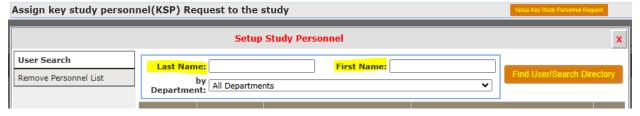


Click on the Forms Icon

In the Research Personnel Change Form section – click on Start a New Submission Icon.



In Section 1.2 – the personnel updates are made. Click on Setup Key Study Personnel Request



Enter the last name of the person being added – it is best to search with a partial last name. If a common last name such as Miller, Smith, etc, it is helpful to add the first initial of the first name.

Click on Find User/Search Directory.

When the person is located click on the **select button** (yellow folder with green arrow)



In the Add Personnel Role section click on the applicable role for a drop-down menu to display.

Add Personnel Role Select the Role for Allison P Sederlund: Principal Investigator Additional Investigators Research Support Staff Study Contact

Indicate Yes or No if personnel being added should also be included as a study contact.

Roles for each section include:

- Additional Investigators
 - Student Investigator, Resident/Fellows use this section for WMed students & residents
 - Sub-Investigator

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

No.

- Research Support Staff:
 - Data Manager,
 - o Biostatistician
 - o Research Nurse
 - o Research Coordinator
 - Consultant
 - Study Recruiter
 - o Research Assistant
 - Research Coordinator (Primary)
 - Database Specialist (REDCap)

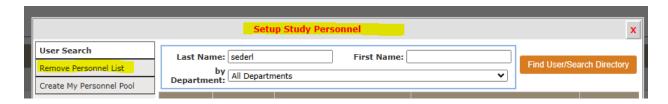
Click on Save Selections after selecting the appropriate role.

Repeat this process for each person being added. Once completed, click on

Close Setup of Study Personnel

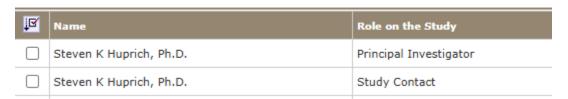
Then click on Save in bottom right hand of screen

If there are personnel to remove: click on the **Remove Personnel List** on the left side of the Setup Study Personnel Page



Click on the box to the left of the individual's name that is being removed then click on

Save Selections

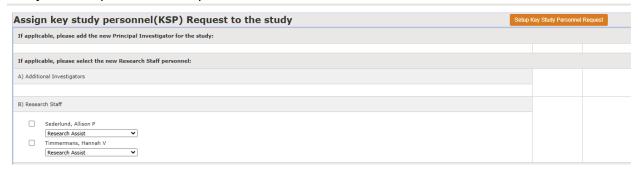


Close Setup of Study Personnel

Once all updates have been made click on hand corner of the screen.

in the bottom right-

Verify that all updates are complete



Then click on

Save and Continue to Next Section

in the upper right-hand corner.

Section 2.0 indicates you have reached the end of the section. Click on Save and Continue to Next Section again.

The next screen indicates the Form has been Completed.

Form has been Completed!

Project Access and Assignments

Signoff and Submit

Click on Signoff and Submit.

The Submission Routing Signoff screen is the last step. Click on Approve then Save Signoff

