

## 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 to open Study Dashboard	Study Status	Review Board	Project Number RB Number	RB Expiration	Study Title Study Alias	Principal Investigator	Actions
	Active - Non-Exempt Expedite Review No CR	IRB	WMED1363 WMed-2024-1193		Exploring Levels of Personality Functioning in A Public Defender Population: A Pilot Study LPS at KDI	Huprich, Steven K, Ph.D.	History Items <b>Forms</b> Hide Copy

Click on the **Forms** Icon

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

Submission Form List <span style="float: right;">X</span>			
Submission Forms			
IRB Submission Forms	Version List	Start a new Submission	Edit Incomplete Submissions
Modification Request Form			
<b>Research Personnel Change Form</b>			

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

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

Setup Study Personnel <span style="float: right;">X</span>			
User Search	Last Name: <input type="text"/> First Name: <input type="text"/>		Find User/Search Directory
Remove Personnel List	by Department: <input type="text" value="All Departments"/>		

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)

Select	Training?	Name	Department	Email
		Sederlund, Allison P	Unassigned Department	allison.p.sede

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

Would you like to include as a **Study Contact** ?  Yes  No

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
- Research Support Staff:
  - Data Manager,
  - Biostatistician
  - Research Nurse
  - Research Coordinator
  - Consultant
  - Study Recruiter
  - 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

**Setup Study Personnel**

**User Search**

Remove Personnel List

Create My Personnel Pool

Last Name:  First Name:

by Department:

Find User/Search Directory

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

**Save Selections**

<input checked="" type="checkbox"/>	Name	Role on the Study
<input type="checkbox"/>	Steven K Huprich, Ph.D.	Principal Investigator
<input type="checkbox"/>	Steven K Huprich, Ph.D.	Study Contact

**Close Setup of Study Personnel**

Once all updates have been made click on in the bottom right-hand corner of the screen.

Verify that all updates are complete

**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:

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If applicable, please select the new Research Staff personnel:

A) Additional Investigators

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B) Research Staff

- Sederlund, Allison P
- Timmermans, Hannah V

**Save and Continue to Next Section**

Then click on 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

Include in PDF Packet 	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
<b>Submission Form(s)</b>			
<input type="checkbox"/>			<b>Research Personnel Change Form - (Version 1.0)</b>

Approve  Deny

