



Personnel Change Request

Human Research Protection Program

(Last Updated: 01/29/2024)



This PowerPoint will guide you through updating your study personnel, including a change in PI.

Getting started

1. Navigate to the **IRB workspace**
2. Select **Submissions** tab
3. Select **All Submissions** tab
4. Note: **Filter by** allows you to sort through your studies by name, PI first and last name, and submission type.
5. Open your study by selecting the **folder symbol** or the **name** of the study.

The screenshot shows the IRB workspace interface. The top navigation bar includes tabs for Dashboard, Admin, COI, IRB (highlighted with a red box and '1'), and Settings. Below this, a secondary navigation bar contains Submissions (highlighted with a red box and '2'), Meetings, Reports, Library, Institutional Profiles, Help Center, and Central Actions. The main content area is titled 'IRB' and features a 'Filter by' dropdown menu (highlighted with a red box and '4') set to 'ID'. A search bar (highlighted with a red box and '3') is located to the right. Below the search bar, there are buttons for 'Create New Study' and 'Report New Information'. A table of studies is displayed, with the first row containing a folder icon (highlighted with a red box and '5'), the ID 'STUDY2023-0039', the name 'New Study 9.19.2023' (highlighted with a red box), the date '12/14/2023 3:51 PM', a state toggle, and the PI names 'Denise' and 'Puga'.

ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name
STUDY2023-0039	New Study 9.19.2023	12/14/2023 3:51 PM	<input type="checkbox"/>	Denise	Puga	



Creating a modification

1. Select **Create Modification/CR**

Approved

Entered IRB: 12/1/2022 11:25 AM
Initial approval: 12/1/2022
Initial effective: 12/1/2022
Effective: 12/9/2022
Approval end: 11/30/2023
Last updated: 4/6/2023 10:44 AM

Next Steps

View Study

Printer Version

1

Create Modification/CR

Report New Information

Updating Study Personnel

1. **Purpose** – Select **Modification/Update**
2. **Modification Scope** – If you are adding:
 - A new Principal Investigator (PI), select **Other Parts of the Study**
 - New study members (not including PI), select **Study Team Member Information**

Important notice: Once you select *Save or Continue*, you will not be able to edit your response on this page. If an incorrect response was chosen, you will need to discard the submission and start again. Instructions on how to discard a submission can be found on the next slide.

3. Click **Save** and then **Continue**

You Are Here: Test > _IRBSubmission

Creating New: IRB Submission

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ⓘ

Continuing Review

Modification / Update

Modification and Continuing Review

[Clear](#)

ⓘ To change the PI, choose 'Other parts of the study/site' scope

Modification scope:

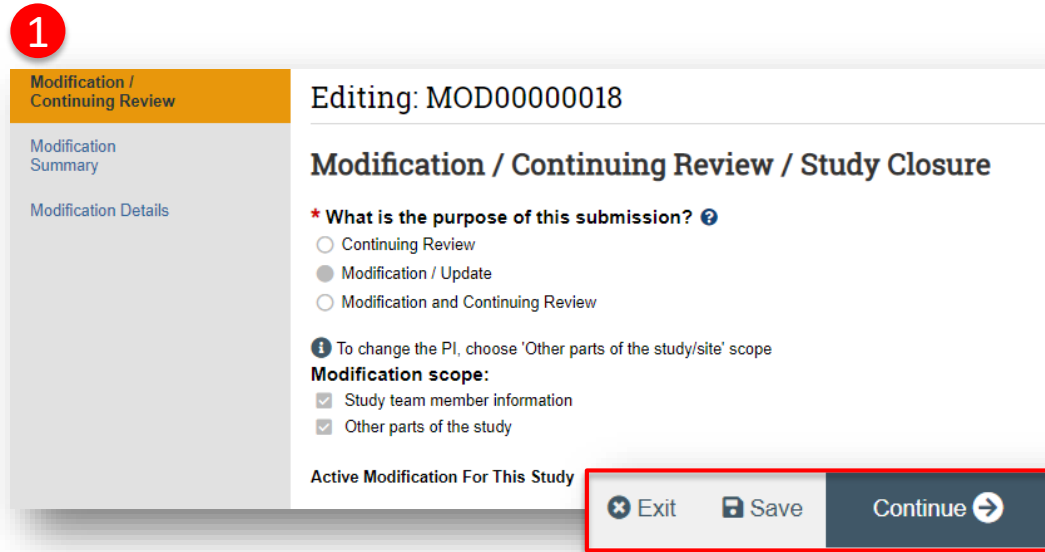
Study team member information

Other parts of the study

How to discard a modification

1. Once you select **Save** or **Continue** on the **Modification/Continuing Review** page, you will not be able to edit your purpose or scope on this page.
2. If an incorrect response was chosen for either *“What is the purpose of this submission?”* or *“Modification scope”* and the form has been saved, then click **Exit** to leave the submission and select **Discard** from the study record workspace. A new Modification/CR request will need to be created to continue with the modification request.

1



Modification / Continuing Review

Editing: MOD00000018

Modification / Continuing Review / Study Closure

* What is the purpose of this submission? ⓘ

- Continuing Review
- Modification / Update
- Modification and Continuing Review

ⓘ To change the PI, choose 'Other parts of the study/site' scope

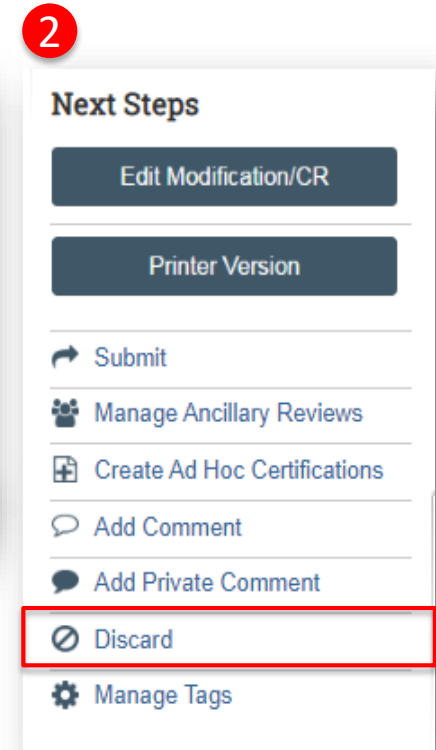
Modification scope:

- Study team member information
- Other parts of the study

Active Modification For This Study

✕ Exit Save Continue →

2



Next Steps

Edit Modification/CR

Printer Version

Submit

Manage Ancillary Reviews

Create Ad Hoc Certifications

Add Comment

Add Private Comment

Discard

Manage Tags



Complete the Modification Summary

1. Complete the **Modification Summary** page
2. Select **Save** and then **Continue**

Validation Compare

Modification / Continuing Review

1 Modification Summary

Modification Details

You Are Here: Test > Modification / Update #7 for S...

Editing: MOD00000018

Modification Information

1. Study enrollment status:

- No subjects have been enrolled to date
- Subjects are currently enrolled
- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete

2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

i Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. * Summarize the modifications: ?

2

Exit Save Continue

Adding/removing TAMU personnel (not including PI)

To add TAMU study team members:

1. Click **+Add**

I am trying to add study personnel to an IRB protocol, why am I not able to locate them in the system?

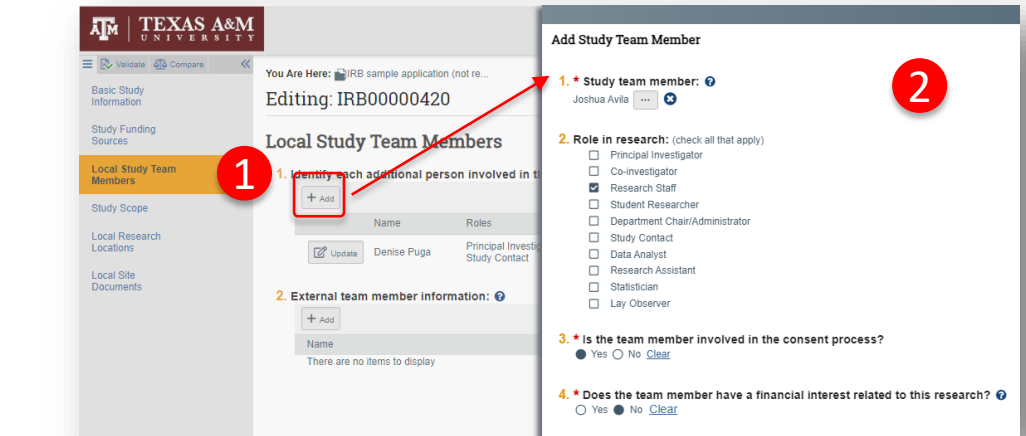
Some TAMU members (such as undergraduates, visiting scholars, and adjunct/affiliate professors) need to opt into their information being fed into Huron before they are active in the system. If you are not able to locate a member of your research team, have that individual visit the following website: <https://raes.dor.tamu.edu>. *Note: It will take 24 hours before their information is active in Huron.*

2. Complete the **Add Study Team Member** smart Form
 - Q1 – Type the name of the team member being added or click the ellipsis [...]
 - Q2 – Identify the role of the team member
 - Q3 – Identify if the team member will be involved in collecting consent.
 - Q4 – Identify if the team member has a conflict of interest.

Important! All personnel being added must have completed CITI training and log into the new [Texas A&M SSO CITI URL](#)

To remove study team members:

3. Click the X to the right of the team member.



Click **X** to Remove



Changing Principal Investigator

If you selected **Other Parts of the Study** to change PI, you will have access to the full IRB application. This is done to allow you the opportunity to update all pages likely to be affected by the change of PI, such as :

- **Basic Study Information page:** Update the Local Principal Investigator
 - **IRB protocol** (found in the Basic Information page): You will need to update the IRB protocol to include the name of the new PI
 - **Study funding source page:** Changes in the protocol PI may necessitate an update to the funding information, such as adding or removing funding sources.
 - **Local Research Location page:** The research location (e.g., building, campus) may need to be updated with the change in PI.
 - **Local Site Documents page:** The consent document will need to be updated to include the name and contact information of the new PI.
-

How to attach your revised protocol

Modifications to approved procedures (e.g., participant enrollment, consent process, recruitment) require that you update your protocol document. Attach an updated protocol to the Basic Study Information page:

1. Navigate to the **Basic Study Information** page
2. Select **Update** on **Attach Protocol** (this can be either Question 7 or 8)
3. Click **Choose File** and attach your revised protocol and then click **OK**

The screenshot displays the 'Editing: STUDY2023-0027' interface. On the left, a sidebar contains navigation options: 'Basic Study Information' (highlighted with a red box and number 1), 'Study Funding Sources', 'Local Study Team Members', 'Study Scope', 'Local Research Locations', and 'Local Site Documents'. The main content area is titled 'Basic Study Information' and contains several numbered questions. Question 7, 'Attach the protocol', has a '+ Add' button and a list of documents, including 'TEMPLATE - Exempt p'. The 'Update' button is highlighted with a red box and number 2. An 'Add Attachment' dialog box is open on the right, with a red box and number 3 highlighting the '1. * File to attach:' field, which contains a 'Choose File' button. Other fields in the dialog include '2. Name: (if not supplied, the file name will be shown)' and '3. Version number:'.

How to attach new or revised study documents

If you need to add a new or revised study document:

1. Navigate to the **Local Site Document** page
2. Select **+Add** to attach a **new** study document or **Update** to attach a **revised** study document. It is important that you select the correct option to ensure good document management.
3. Click **Save**, then **Exit** to navigate back to the study Workspace.

The screenshot shows the 'Local Site Documents' page for 'Factor A' in the 'Editing: STUDY2023-0027' workspace. The sidebar on the left contains the following menu items: Basic Study Information, Study Funding Sources, Local Study Team Members, Study Scope, Local Research Locations, and **Local Site Documents** (highlighted with a red circle and the number 1). The main content area is titled 'Local Site Documents' and contains three sections:

- 1. Consent forms:** (include an HHS-approved s...)
 - + Add (highlighted with a red circle and the number 2)
 - Document
 - Update (highlighted with a red circle and the number 3) | Study Consent (1)
- 2. Recruitment materials:** (add all material to...)
 - + Add
 - Document
 - Update | Flyer(1)
- 3. Other attachments:**
 - + Add
 - Document
 - Update | Survey (1)

How to assign a PI Proxy

PI proxy(ies) may act on behalf of the Principal Investigator of the study. PI proxy(ies) may submit a study for initial review, modify the study, or submit for continuing review. The PI may assign more than one proxy, but all proxies must be listed as team members within the study.

From the IRB Workspace

1. Click **Assign PI Proxy**
2. Select study team member to act as proxy

IMPORTANT! Only individuals listed as study personnel in the IRB application, under **Local Study Team Members**, may be assigned as PI proxy.

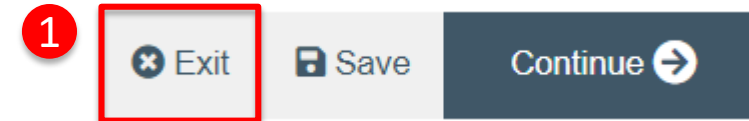
The screenshot shows the IRB workspace interface. On the left, a sidebar contains a 'Pre-Submission' section with 'Last updated: 5/23/2023 8:38 AM' and a 'Next Steps' section with buttons for 'Edit Study', 'Printer Version', 'Submit', 'Assign PI Proxy' (highlighted with a red box and a '1' in a red circle), and 'Manage Ancillary Reviews'. The main content area is titled 'Assign PI Proxy' and contains the instruction 'A proxy can perform PI responsibilities on your behalf, such as...'. Below this is a search input field (highlighted with a red box and a '2' in a red circle) with the text '1. Select study team members to act as proxy:'. Below the search field is a table with columns 'First Name' and 'Last Name' and the text 'There are no items to display'. On the right, a 'Select One or More Persons' panel is visible, showing a 'Filter by' dropdown set to 'Last', a 'Deselect All' button, and a table with columns 'Last', 'First', and 'Organization'. The table lists three individuals: Avila, Joshua, Vice President For Research; Drake, Kelly, Vice President For Research; and Murphy, Natalie, Vice President For Research.



Submitting your personnel change request to the IRB

Once you have finished editing the IRB application and saved all your edits:

1. Select **Exit** to be directed to the IRB Workspace
2. Click **Submit**
IMPORTANT! The PI or PI Proxy must click **Submit** for the submission to be received by the IRB. Note: If you are not a PI or PI Proxy you will not see this option.
3. Click **OK**



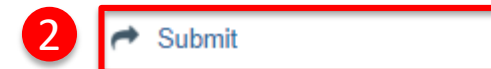
Pre-Submission

Last updated: 5/22/2023 10:08 AM

Next Steps

Edit Study

Printer Version





Visit the FAQ webpage

Please take a moment to visit the frequently asked questions webpage [Huron FAQ – Division of Research \(tamu.edu\)](https://tamu.edu/huron/faq) to learn more about Huron functionality.