



Change Personnel on Human Study

This guidance will outline how to change personnel (add or remove) on an *approved* Human Study application. After an application is approved, personnel changes must be done through the Change Personnel function listed under "My Activities" and *not* via an amendment, with one exception: changing the Principle Investigator.

Changing the Principal Investigator **cannot** be done via the process outlined below. To change the Principal Investigator on an application, you must create and submit an amendment.

Procedure:

- 1. Open the study application that requires a change of personnel.
- 2. Under "My Activities", click "Change Personnel".

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Current State Approved View Study	Study:te Description:	St (Pro00086548) Test Applic	ation					
Printer Version	Principal Inve	stigator: Hal Superv	isor	REB Coordinator:	Kimberley Kordov			
E View Differences	Expiration Dat	te: Friday, Jan	uary 31, 2020		Letter of Approval:	View		
My Activities	REB:	Health Res	earch Ethics Board - Hea	Ith Panel		Legacy Study #:		
ss Change Personnel								
ss Add-Edit Related Studies	History	Renewals	Amendments	Documents	Change Log	Related Studies		
ss Copy Study								
ss Edit Email List		Activity		Author		✓ Activity Date		
ss Edit Guest List	ss Copied Study			Lo, Patricia		2/28/20	019 9:46 AM	
Send Email to REB	New Copy P	by Pro00086559: Test for Hall Hartman						
Coordinator	SS	ss Copied Study Lo, Patricia				2/27/2019 8:44 AM		
Create	New Copy Pro00086558: Test Student Study							
Create Renewal	SS	Change Personnel		Kordov, Kimberley		2/27/20	019 8:43 AM	
Create Closing Report	SS	Change Personnel		Supervisor, Hal		2/27/20	019 8:41 AM	
(Approved)	ð	PAA Completed		Supervisor, Hal		2/27/20	019 8:41 AM	
(Approved)	Withdrawn	Withdrawn						
	(f)	PAA Opened		Supervisor. I	fal	2/21/20	019 9:30 AM	



3. You can now *add* new personnel as either a Study Coordinator/Research Assistant or a Co-Investigator (1.0 and 2.0 below, depending on the role the personnel will be performing in your study). People listed in these fields *will* have "view" *and* "edit" access to the application in the online system. Start typing the name of your personnel and the system will search and display a list of names for you to choose.

1.0	Study Coordinators or Re	esearch Assistants: Po	eople listed pere can edit this application	on and will receive all	
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	Name	Empl	lover		
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	Name	Emple	oyer		
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3.0	Study Team (Co-investiga application and do not rece + Add	tors, supervising team, eive HERO notifications	other study team members): People lis :	ted here cannot edit this	
	Last Name First Na	me Organization	Role/Area of Responsibility	Phone Email	
	There are no items to disp	blay			
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4. You can also add someone to the Study Team, which is a "free text" field. *However*, people listed here will *not* have "view" *or* "edit" access to the application.



- 5. If you type the name of your personnel into the "Study Coordinators" box or the "Co-Investigators" box, and the system displays "No such user", then there are one of two reasons, or both, as to why your personnel does not show on the list:
 - a. Your personnel does not have a profile because they have not logged into the system, which will create their user profile.
 - b. Your personnel does not have the role you are trying to add them into (ie. Human Research Co-Investigator role or the Study Coordinator role).

If you receive the "No such user" message, do **not** click "Create new contact" because that function will not allow you to add them. Instead, your personnel must log in to the online system and request an additional role.

• Please refer to the <u>video tutorials</u> for instructions on how to update your profile or on Requesting an Additional Role.

1.0	Study Coordinators or Research Assistants: People listed here can edit this application and will receive all email notifications for the study. If your searched name does not come up when you type it in the box, the user does not have the Study Coordinator role in REMO. Click the following link for instructions on how to Request an Additional Role								
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	Kimberley Kordov VPR Research Ethics Office								
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6. To *remove* personnel who are no longer working on your study, click the "X" to the right of that person's name.

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7. To submit the Change Personnel request after you have completed adding/deleting personnel, click "OK".

8. The application history should reflect that the Change Personnel activity has been completed.

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Send Email to REB Coordinator		SS	Copied Study	Lo	, Patricia		2/28/2019 9:	:46 AM
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Create Renewal		ss	Change Personnel	Ko	Kordov, Kimberley		2/27/2019 8	43 AM
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9. You can also check section 1.1 in "View Study" to make sure that the study personnel changes are reflected there.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (<u>reoffice@ualberta.ca</u>) or call 780-492-0459.