Adding Jefferson Personnel to a Study (formerly OHR-12B)
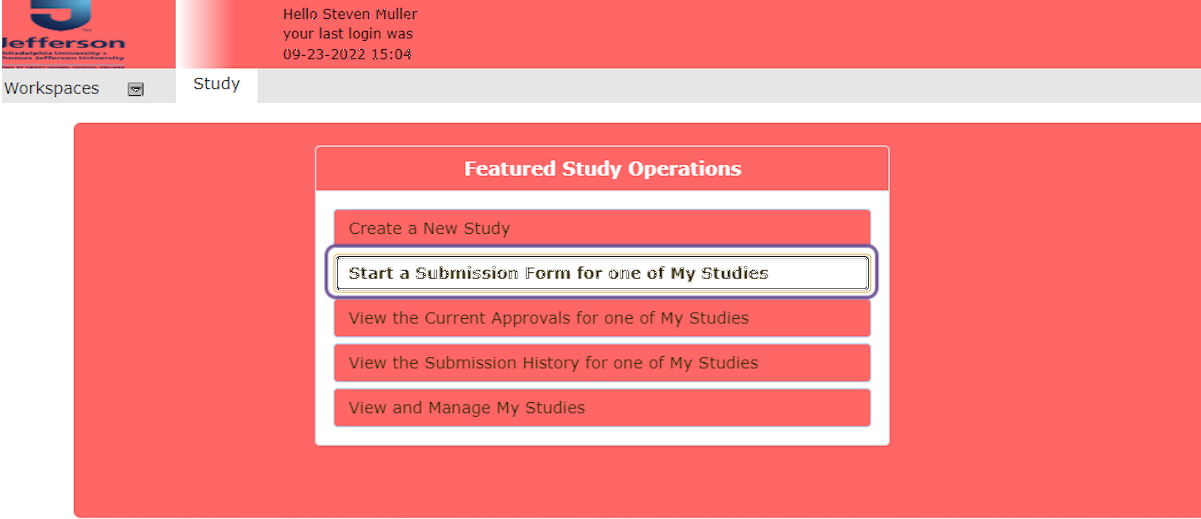
1. Navigate to the iRIS Homepage

2. Click on Start a Submission Form for one of My Studies

3. Select the study you want to add personnel to.

4. Locate the Adding/Removing Study Personnel Form

Submission Form List X

Study Status: Approved W...   IRB Number : 21D.1016   Study Title : The Effectiveness of a Student-Assisted Primary Care Motivational Interviewing Nutrition Education Program for

IRB Expiration Date: 01/01/2900

Submission Forms

	Version List	Start a new Submission	Edit Incomplete Submissions
Adding/Removing Study Personnel	📄	📄	
Amendment to Research Protocol	📄	Submission Types with Applications cannot be in progress concurrently	
Annual Check-in Form for Exempt and No Further Continuing Review Studies	📄	Submission Types with Applications cannot be in progress concurrently	
		Submission Types with Applications	

to work with, click to open it and start a Subm

ecently Used | **Study Status**

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Study Status	Review Boar
ved With No Further Review	IRB
Approved	IRB
Approved	IRB
Submitted to IRB	IRB
Submitted to IRB	IRB

5. Click on Start a New Submission.

Study Title : The Effectiveness of a Student-Assisted Primary Care Motivational Interviewing Nutrition Education Program for

00

	Version List	Start a new Submission	Edit Incomplete Submissions
	📄	📄	
	📄	Submission Types with Applications cannot be in progress concurrently	
		Submission Types with	

Title, Alias   Sea

Principal Investigator

Nutrition Education Program for ...

hia

6. Indicate the IRB that has oversight of the study.

Print Friendly   Refresh Constant Fields   Save Section   Save and Con

ew of the Form   **Entire view of the Form**

s Jefferson
rsity Office of Human
rch OHR-12B ...

1.1 Please note:

Use this form to add or remove a Principal Investigator, Co-Investigator, or study personnel.

1.2 Protocol Information:

IRB #:
21D.1016
Study Title:
The Effectiveness of a Student-Assisted Primary Care Motivational Interviewing Nutrition Education Program for Weight Loss
PI:
Cynthia Cheng
Department:
TJU - - Family &Community Medicine
Sponsor:
Thomas Jefferson University(TJU)
Current IRB Expiration Date:
01/01/2900
Indicate if study is overseen by:

○ Advarra
○ Jefferson
○ WCG
○ Other

1.3 Indicate which personnel type(s) are being added / removed:

☐ Jefferson staff
☐ Unaffiliated Investigator

1.4 Please complete the table for each study personnel being added or removed:

Changing the PI
Click the "Setup Key Study Personnel Request" button. Then, search for and select the new personnel and assign the role of Principal Investigator.

7. Click on Setup Key Study Personnel Request

Setup Key Study Personnel Request

8. Enter the last name of the the study personnel you wish to add.

Removing Study Personnel - (Version 1.0)

Setup Study Personnel

User Search

Remove Personnel List

Last Name: Lijadu   First Name:

by Department: All Departments

Select	Training	Name	Department
No results found.			

9. Click on Find User/Search Directory

10. You can view if CITI training in complete for this staff member by clicking the icon under Training.

It is recommended that you do not submit a personnel addition until after the staff member has completed CITI training. If the training is not complete, the application will be returned to you requesting modifications.

11. Click on Add to Personnel icon to add the staff member.

12. Assign a Role for the study team member.

13. Decide if this staff member should be a reminder contact.

Add Personnel Role   X

Select the Role for **Crystal Lijadu** :

○ **Principal Investigator**

◉ **Additional Investigators**   Regulatory Coordinator ▼

○ **Study Contact**

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

Cancel   Save

14. Click Save.

nnel

Cancel   Save

ct(s) are typically either the Study Coordinator or the Principal Investigator

15. If you have no more staff members to add, click Close Setup of Study Personnel

	Role
ted for this group.	
	Role
	Regulatory Coordinator

Clear Key Study Personnel   **Close Setup of Study Personnel**

The study contact(s) are typically either the Study Coordinator or the Principal Investigator

16. You may also view training from this screen.

Section view of the Form   Entire view of the Form

Thomas Jefferson University Office of Human Research OHR-128 ...

Changing the PI
Click the "Setup Key Study Personnel Request" button. Then, search for and select the new personnel and assign the role of Principal Investigator.

Adding personnel
Click the "Setup Key Study Personnel Request" button. Then, search for and select the new personnel and assign the appropriate role.
Individuals who have not been listed on a prior IRB application may not be in the iRIS personnel database.

Adding a new Study Contact
Click the "Setup Key Study Personnel Request" button. Then, search for and select the new personnel and assign the role of Study Contact.
Those study personnel not designated as study contact will not receive study notifications.

Removing personnel
Click the "Setup Key Study Personnel Request" button. Click "Remove Personnel List" on the left hand navigation then select the personnel.

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:		

If applicable, please select the new Research Staff personnel:		

A) Additional Investigators

☐ Lijadu, Crystal
[Regulatory Coordinator ▾]   👓 **View Training Record**

B) Research Staff

If applicable, please add any new Study Contact:		

Crystal Lijadu   👓 **View Training Record**

The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The study contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

If applicable, please select any existing Personnel you wish to remove:		

17. Click on Save and Continue to Next Section

📅 **Calendar**   ❓ **Help**   👤 **My Profile ▾**   ⏻ **Log out**

◀ **Back**

Print Friendly   **Refresh Constant Fields**   **Save Section**   **Save and Continue to Next Section**

18. Answer both COI questions in section 2.1.

2.0	Certification of Conflicts of Interest

2.1 CERTIFICATION OF FINANCIAL CONFLICTS OF INTEREST:

This section is addressed to the Principal Investigator, and applies to the Principal Investigator, Co-Investigators and all Study Personnel. Generally, Study Personnel are individuals who are should check the appropriate boxes and provide the required information as needed. Refer to University Policy 107.03, Attachment 2 for more detailed information.

Do you (the PI) or a family member maintain a relationship with the sponsor OR do you maintain an ownership interest in intellectual property that may be related to the research?

Note: Family member includes spouse, dependent children, and all other persons living in the same household.

○ Yes ● No

Are you aware of any study personnel identified for this study who have relationships or interests as described above?

○ Yes ○ No

Note: If the COI Committee has issued a COI management plan for any research personnel identified on this study, please include the management plan(s) with this application.

19. Click on Save and Continue to Next Section

📅 Calendar   ❓ Help   👤 My Profile ⌄   ⟶ Log out

◀ Back

Print Friendly   Refresh Constant Fields   Save Section   *Save and Continue to Next Section*

als who are contributing to the conduct of the study. The PI

20. Click on Notify PI to Signoff

Note: If you are the PI, this will route you to the signoff page. The form will not be submitted to the IRB until the PI has completed signoff.

are ready to send for signoff, click Signoff and Submit. Clicking Exit Form will send this back to

Notify PI to Signoff

Create PDF Packet

Exit Form