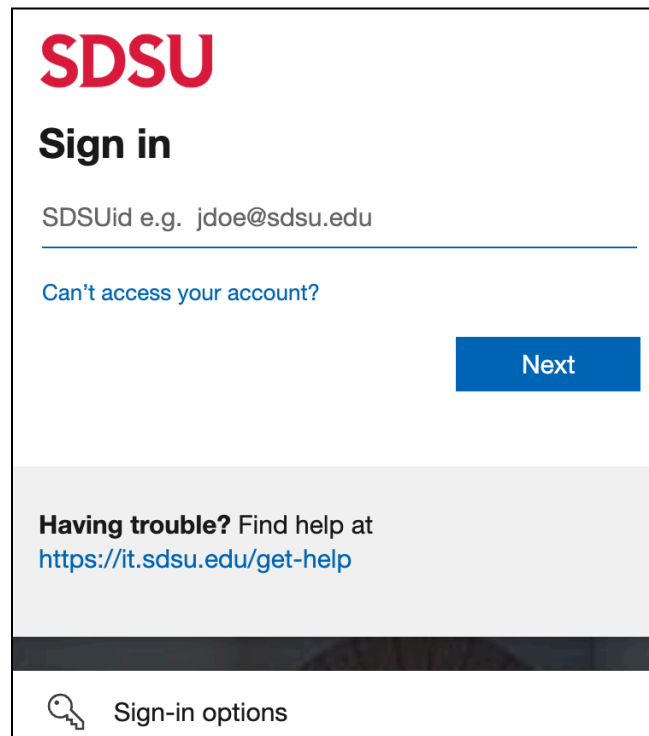


Completing a Personnel Change Form (IRB, IBC & IACUC)

If you have an SDSUId/email, go to: sdsu.imedris.net.

If your account is active, you will be automatically logged in.

If this is the first time you have logged in, use your SDSUId and Password to activate your account (see below).

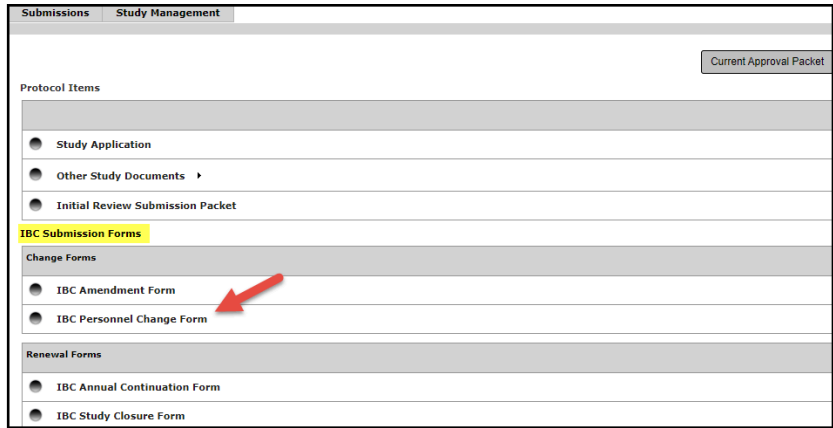


The image shows a screenshot of the SDSU Sign in page. At the top left is the SDSU logo in red. Below it is the heading "Sign in" in bold black text. Underneath is a text input field with the placeholder text "SDSUId e.g. jdoe@sdsu.edu". Below the input field is a blue link that says "Can't access your account?". To the right of the input field is a blue button with the text "Next". At the bottom of the page, there is a grey footer area with the text "Having trouble? Find help at" followed by a blue link "https://it.sdsu.edu/get-help". At the very bottom, there is a dark grey bar with a key icon and the text "Sign-in options".

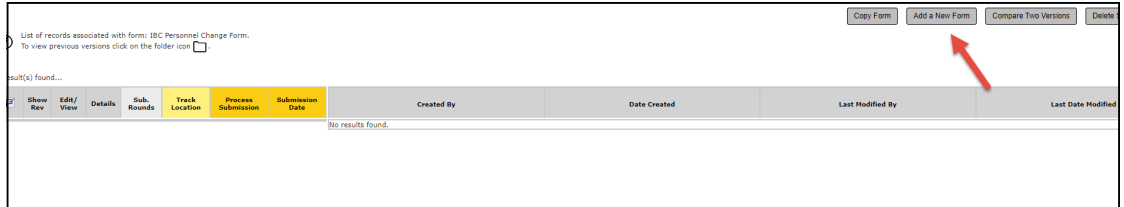
If you have an external account, log in through to <https://sdsu.imedris.net:444/>

1. There are a few ways to access Forms:

a. Open the protocol of interest and Select from the Submission Form options below

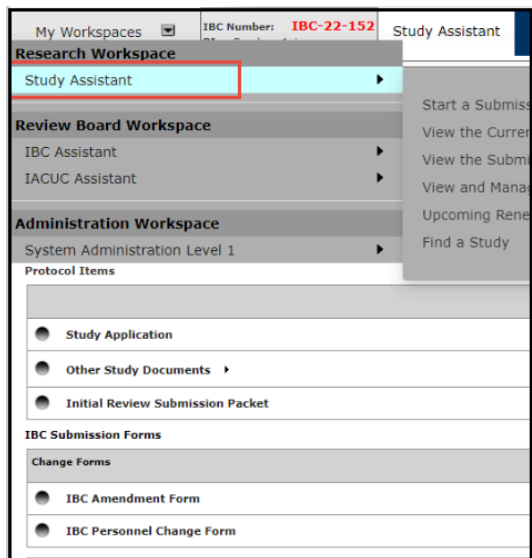


Then select Add a New Form from the options on the right (then scroll to step 3)

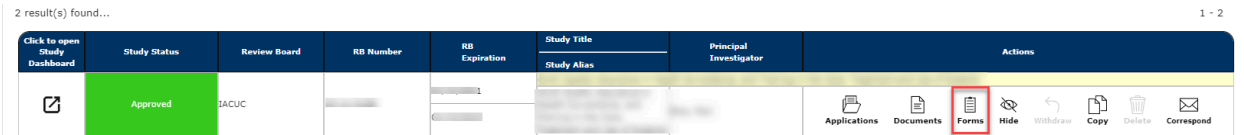


OR

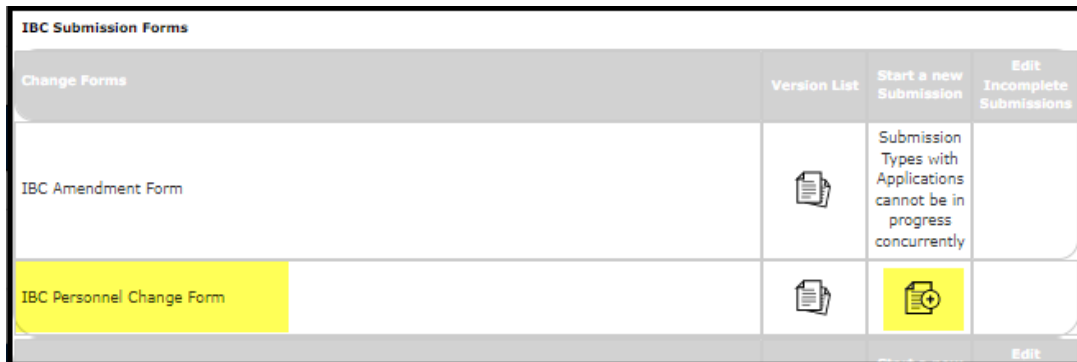
b. Hover over My Workspace in the upper right hand corner and click on Study Assistant



Then locate the BUA or IACUC record you want to amend/update and select Forms from the study dashboard.

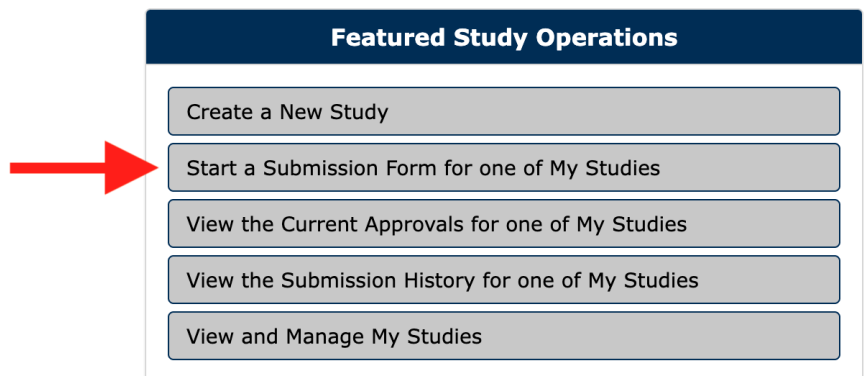
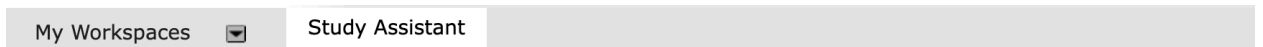


Select IBC or IACUC Personnel Change Form from the Forms list, .



OR

- c. Select the Start a Submission Form for one of My Studies from the Featured Study Operations list.



Click on the Select a Study icon for the protocol you want to amend/update

Start a Submission Form

Instructions: Select a study to work with, click to open it and start a Submission Form. You may use the search bar to find a specific study.

IACUC Studies **Recently Used** **Study Status**

All Draft IBC **IACUC**

3 result(s) found...

Select a Study	Study Status	Review Board	RB Number	RB Expiration IACUC Full Renewal Expiration	Study Title Study Alias	Principal Investigator
<input checked="" type="checkbox"/>	Approved	IACUC				
<input checked="" type="checkbox"/>	Approved	IACUC				
<input checked="" type="checkbox"/>	Closed	IACUC				

Select the form you want to submit against your protocol (Personnel Change Form).

Submission Form List

Study Status: **Approved** **IACUC Number :**

IACUC Expiration Date:

IACUC Full Renewal Expiration:

IACUC Submission Forms

Change Forms	Version List	Start a new Submission	Edit Incomplete Submissions
IACUC Amendment Form			
IACUC Personnel Change Form			
Renewal Forms	Version List	Start a new Submission	Edit Incomplete Submissions
IACUC Annual Continuation Form			
IACUC Study Closure Form			
Miscellaneous	Version List	Start a new Submission	Edit Incomplete Submissions
IACUC Adverse Event Form			

2. Select the option for Other study personnel, then select Setup Key Study Personnel Request

1.0 Personnel Change Request

1.1 Please indicate the type of personnel change you are making:

Principal Investigator
 Other study personnel

1.2 Indicate **ONLY** personnel you are adding or deleting from the study.

Assign key study personnel(KSP) Request to the study

If applicable, please add the new Principal Investigator for the study:

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

B) Research Staff

If applicable, please add any new Study Contact:

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

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

3. If **adding personnel**, enter the personnel last name and then select the Find User/Search Directory button. Personnel info will display, select to add.

***NOTE:** On active accounts are listed in the iRIS Database.

If you cannot find someone with an SDSUId in iRIS, instruct them to log into <https://sdsu.imedris.net> to activate their account.

If you wish to add someone with an external email address who does not have an account, have them go to <https://sdsu.imedris.net:444/> to request an external account.

Setup Study Personnel

User Search
Remove Personnel List
Create My Personnel Pool

Last Name: First Name:

by Department:

Search From: iRIS Database

Select	Training	Name	Department	Email
<input checked="" type="checkbox"/>		Sanchez, Anisa	General	afsanchez2@sdsu.edu
<input type="checkbox"/>		Sanchez, Juan		jsanchez@imedris.net
<input type="checkbox"/>		Sanchez Quinto, Andres	General	asanchezquinto@sdsu.edu

Selected Study Personnel:

Principal Investigator

Name	Role
No Personnel has been selected for this group.	

Additional Investigators

Name	Role
No Personnel has been selected for this group.	

If **removing personnel**, select that option on the left and then select the name of the person you would like to remove from the protocol then proceed through the steps.

Setup Study Personnel

User Search
Remove Personnel List

Save Selections

Name	Role on the Study
<input type="checkbox"/> [Redacted]	Principal Investigator
<input type="checkbox"/> [Redacted]	Contact
<input type="checkbox"/> Monica Espinoza	Contact
<input type="checkbox"/> Anisa Sanchez	Study Author
<input type="checkbox"/> Anna Scavo	Research Staff
<input type="checkbox"/> Monica Espinoza	Research Staff
<input type="checkbox"/> Samuel Modlin	Research Staff
<input type="checkbox"/> Sia Frenzel	Research Staff

Selected Study Personnel:

Principal Investigator

Name	Role
No Personnel has been selected for this group.	

Additional Investigators

Name	Role
No Personnel has been selected for this group.	

Research Support Staff

Clear Key Study Personnel Close Setup of Study Personnel

4. Select appropriate personnel option from drop down menu

Add Personnel Role

Select the Role for **Natalie Gude** :

Principal Investigator
 Additional Investigators
 Research Support Staff
 Contact

Co-Investigator
--none--
Co-Investigator

Would you like to include as a Contact ? Yes No

Cancel Save

Additional Investigators - if adding Co-Investigator

Research Staff - if adding Students (view only option)

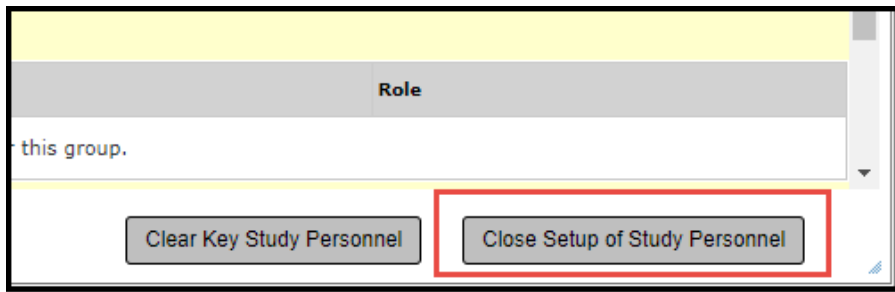
Contact - for personnel (Admin, Lab Managers) who will submit forms against your protocol.

- If adding someone who will do both administrative work and research, select Research Staff and then select **yes** for *Would you like to include as a Contact?*
- If adding someone strictly for Administrative role, no hands on research responsibilities, just select Contact.

***NOTE:** Anyone added as a Contact or Co-Investigator will have the ability to submit forms against the protocols.

Then click the Save button below.

5. Once you add the personnel, click the button below for Close Setup of Study Personnel.



6. Check the box next to the personnel name and select Save and Continue to move through the prompts to the PI Sign Off.

