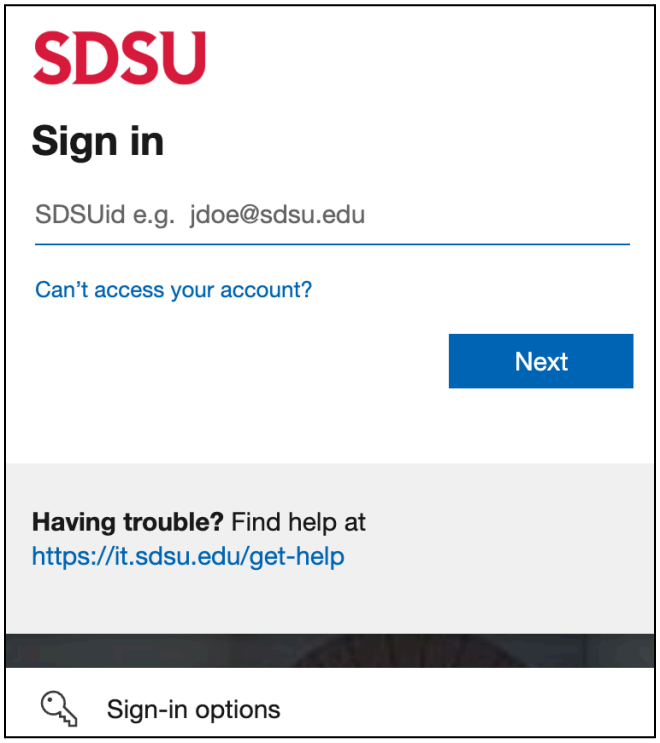
SDSU | Division of Research and Innovation
Research Support Services

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).

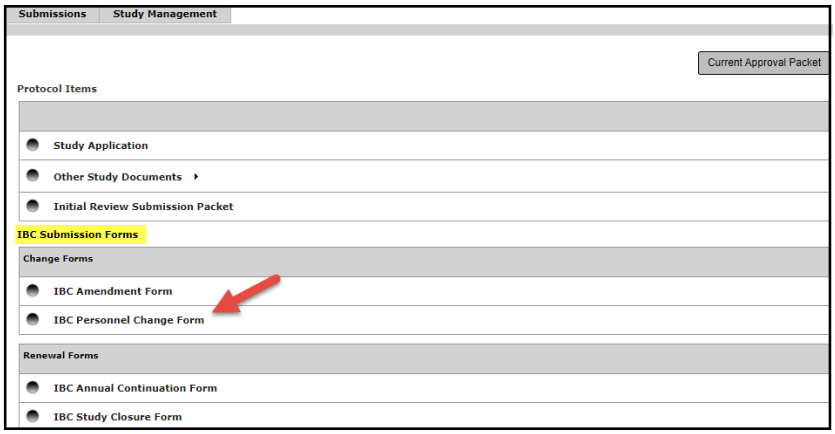


If you have an external account, log in through to https://sdsu.imedris.net:444/

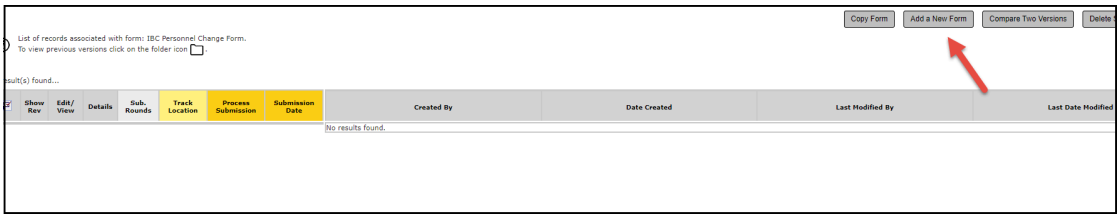
Please note: Only one Personnel Change Form can be processed at a time. Before submitting, ensure that all desired changes to the Key Study Personnel section are included on the form. Submitting multiple forms separately may cause processing delays and increase the likelihood of errors.

1. There are a few ways to access Forms:

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

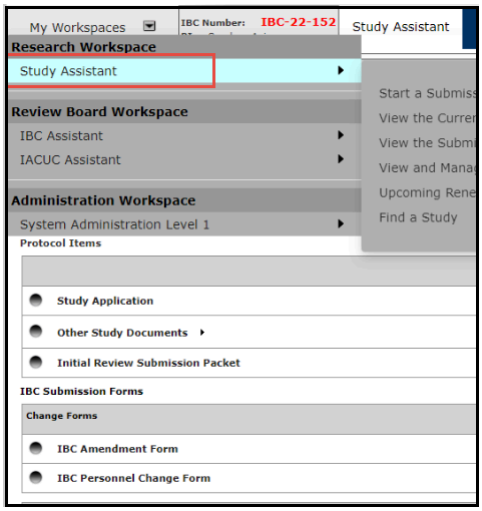


   Then select Add a New Form from the options on the right (then scroll to step 3)

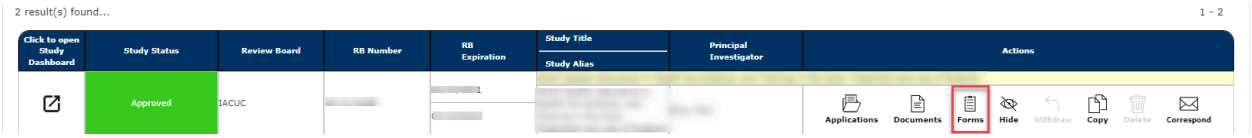


   OR

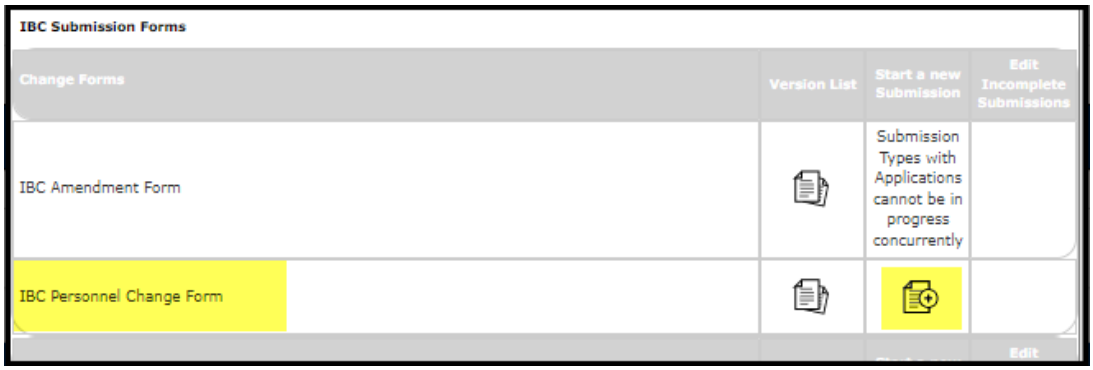
   b. Hover over My Workspace in the upper right hand corner and click on Study Assistant



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

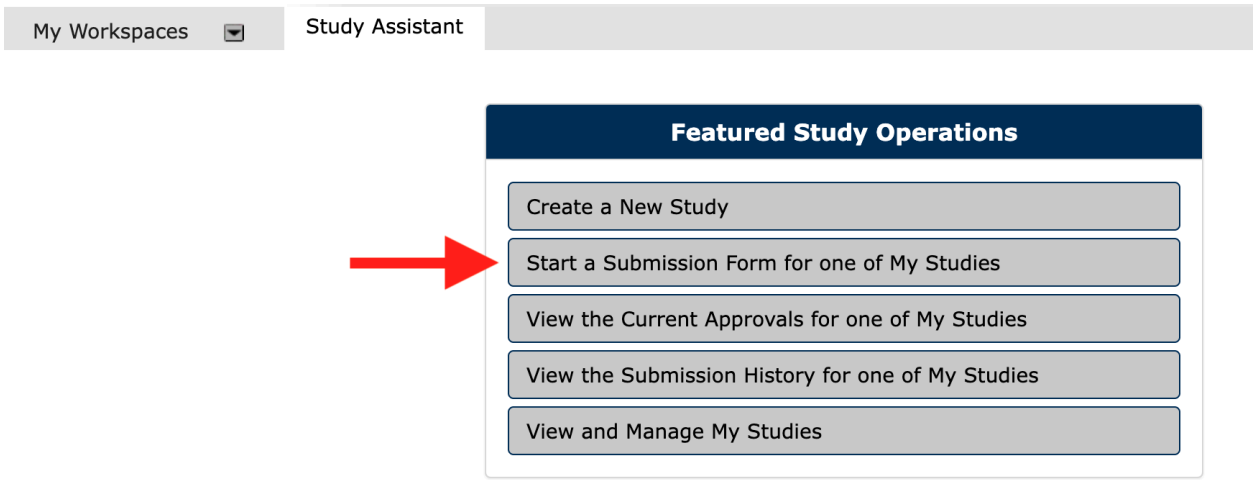


Select IRB, IBC, or IACUC Personnel Change Form from the Forms list.

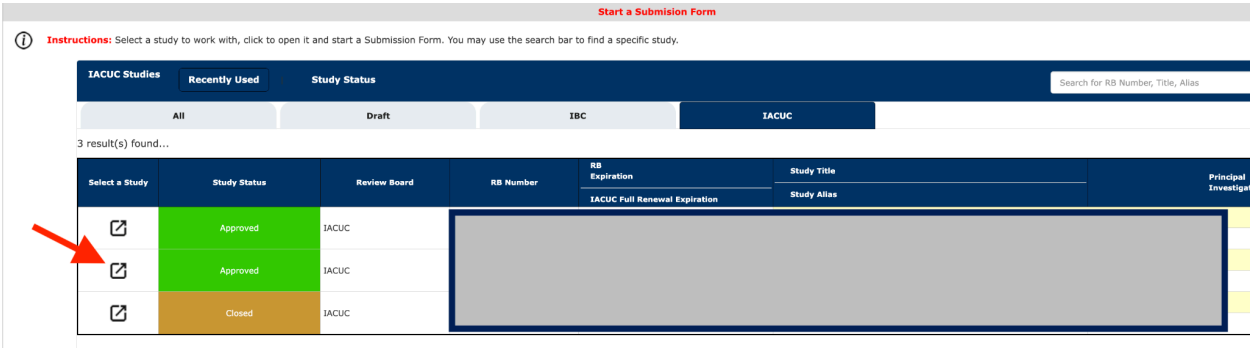


OR

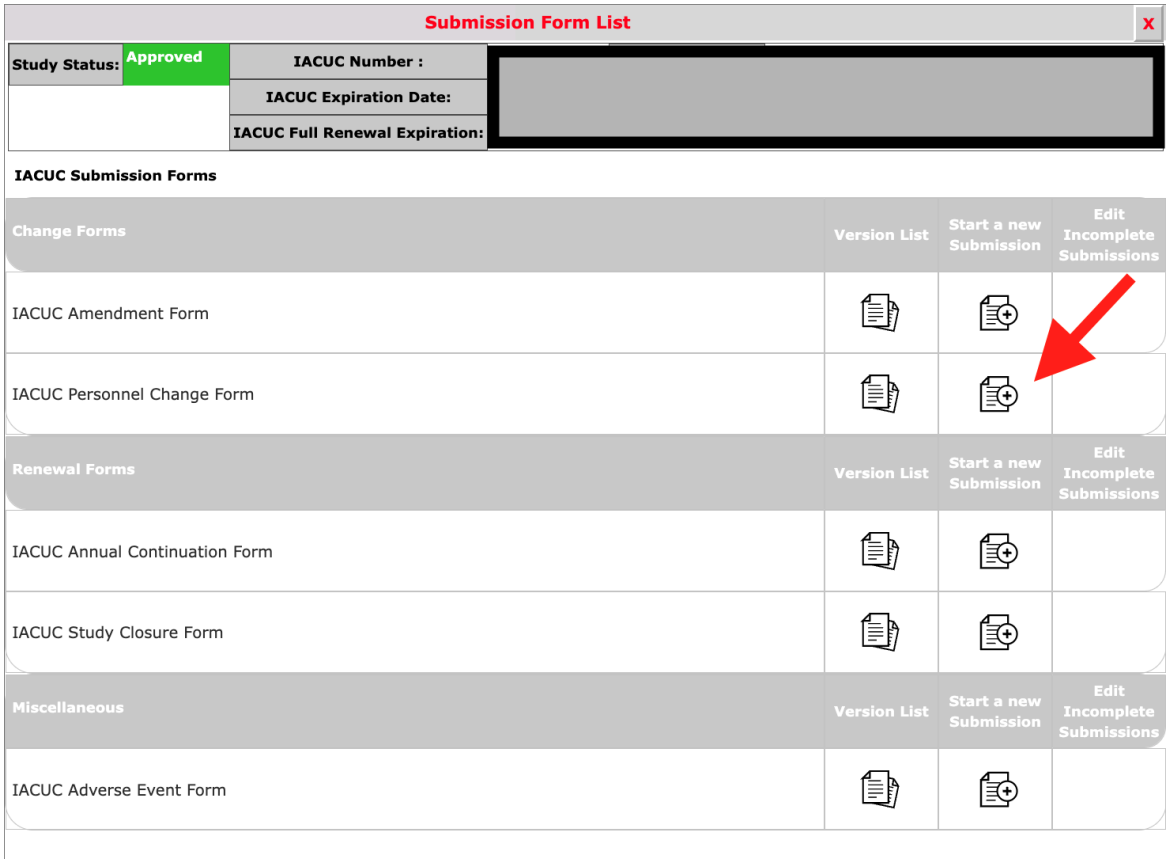
c. Select the Start a Submission Form for one of My Studies from the Featured Study Operations list.



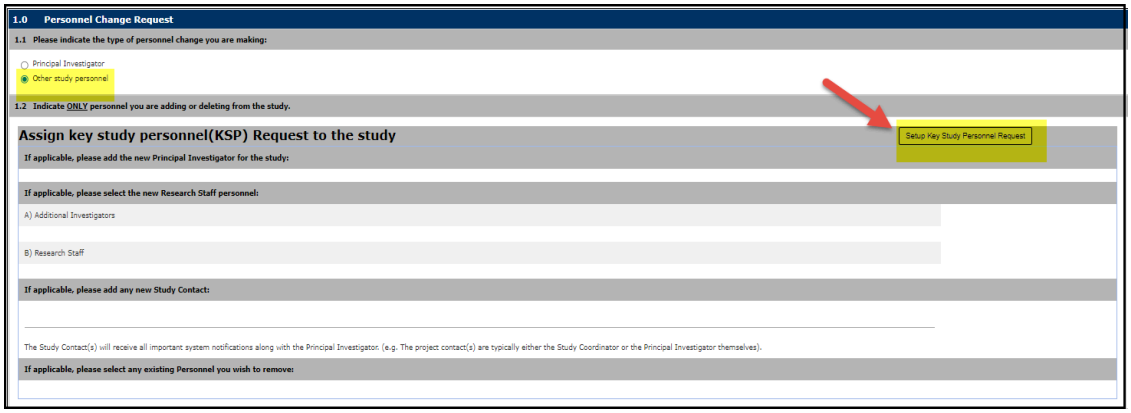
Click on the Select a Study icon for the protocol you want to amend/update



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



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

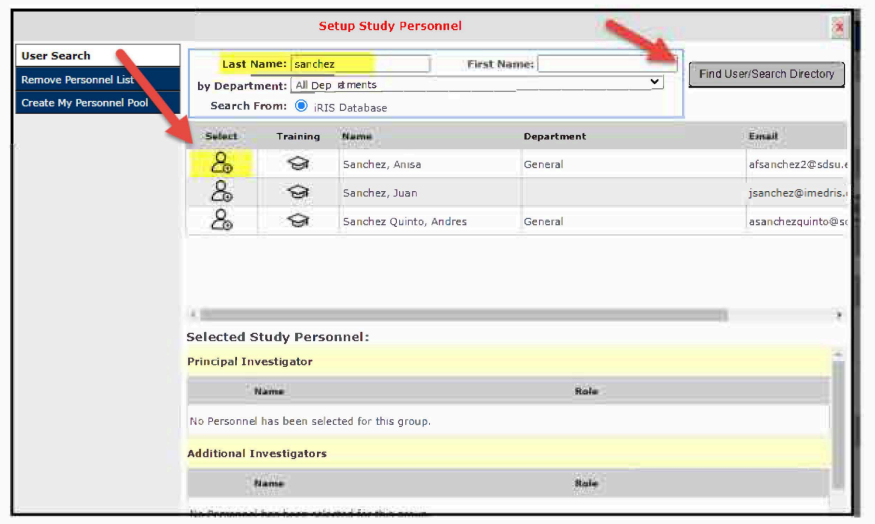


3. If **adding personnel**, enter the personnel last name and then select the Find User/Search Directory button. Personnel info will display, select to add.

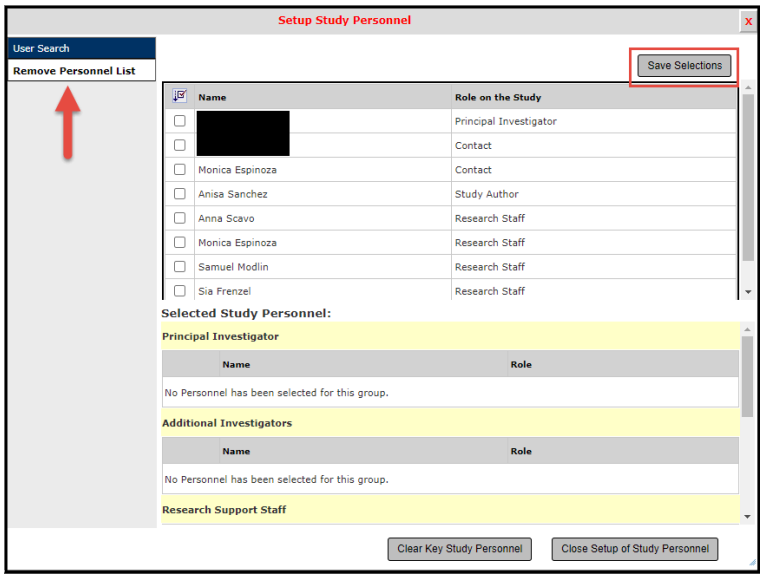
   *NOTE: On active accounts are listed in the iRIS Database.

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

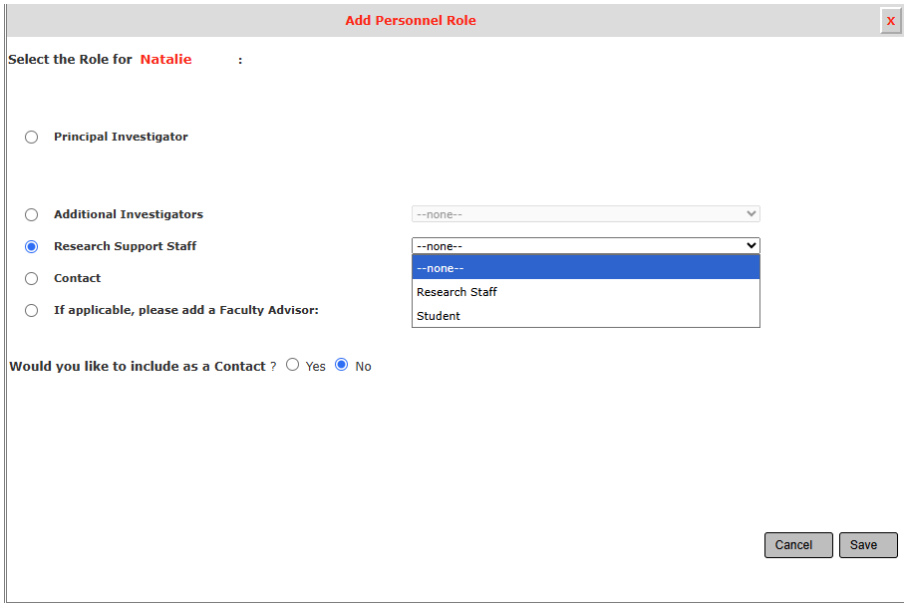
   If you wish to add someone with an external email address who does not have an account, have them go to https://sdsu.imedris.net:444/ to request an external account.



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.



4. <u>Select appropriate personnel option from drop down menu</u>



Additional Investigators - if adding Co-PI or Co-Investigator

Research Support Staff - if adding Students (view only option) or Research Staff

Faculty Advisor - If you are a graduate student conducting human research, you must add one faculty advisor to this section. Your faculty advisor must sign off on the

submission. If your faculty advisor does not sign off on the submission, the submission will be returned to you.

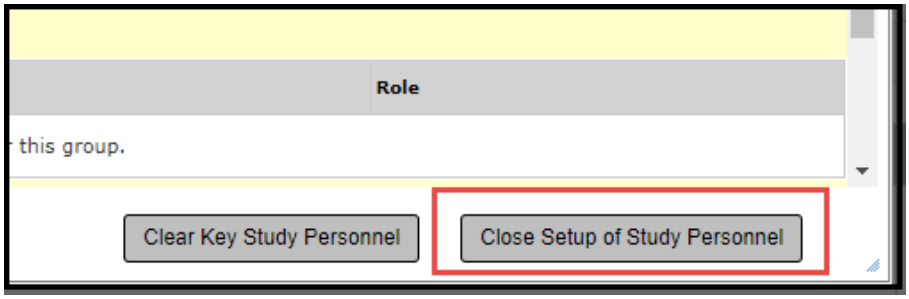
Contact - for personnel (Admin, Lab Managers) who will submit forms against your protocol.

- 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 study forms against the protocols. Please see the Study Role Access grid for more information.

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.

