BruinIRB Quick Reference Guide: Edit Study Personnel (01/2024)

Overview

BruinIRB allows Principal Investigators, Faculty Sponsor, and PI Proxy(ies) to add/remove/update select study team members on an active study through a feature called Edit Study Personnel.

Edit Study Personnel activity is useful for:
1. Reducing the frequency and volume of amendments to add/remove/update study personnel, including co-investigators who are delegated to obtain informed consent.
2. Add/remove/update study personnel under Local Study Team Members section, Item 1

Edit Study Personnel activity cannot be used for:
1. Change in Principal Investigator or Faculty Sponsor
2. Adding staff with incomplete CITI training
3. Adding staff with a financial conflict of interest or indicating a new financial conflict of interest
4. Removing staff if that leaves the study with insufficient expertise to conduct the required functions of the research
5. Editing personnel while a current amendment with personnel changes is pending

My Activities

On the main study page, select Edit Study Personnel

Complete the Edit Study Personnel Assurances by selecting Agree
You can now add, update, or remove personnel listed in the Local Study Team Members, Item 1

Add Personnel

Update Personnel

Remove Personnel