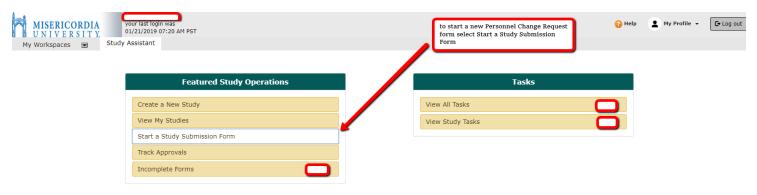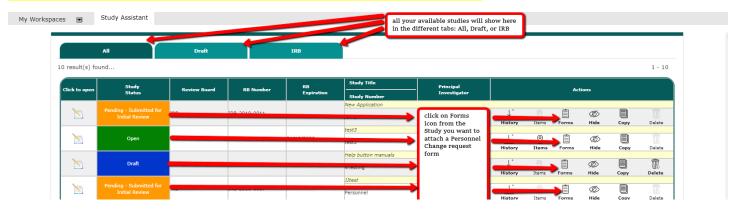## Personnel Change request form

To start a new Personnel Change Request Form select Start a Study Submission Form

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your last login was 01/21/2019 07:20 AM PST

My Workspaces

Study Assistant

to start a new Personnel Change Request form select Start a Study Submission Form

Help   My Profile   Log out

Featured Study Operations

Create a New Study

View My Studies

Start a Study Submission Form

Track Approvals

Incomplete Forms

Tasks

View All Tasks

View Study Tasks

Look for the Study you want to attach your form to and click on Forms to begin

My Workspaces   Study Assistant

all your available studies will show here in the different tabs: All, Draft, or IRB

All	Draft	IRB

10 result(s) found...

1 - 10

Click to open	Study Status	Review Board	RB Number	RB Expiration	Study Title / Study Number	Principal Investigator	Actions
	Pending – Submitted for Initial Review	IRB	IRB-2019-0011		New Application		History Items Forms Hide Copy Delete
	Open				test3 / test3		History Items Forms Hide Copy Delete
	Draft				Help button manuals / 4Testing		History Items Forms Hide Copy Delete
	Pending – Submitted for Initial Review	IRB	IRB-2018-0007		JJtest / Personnel		History Items Forms Hide Copy Delete

click on Forms icon from the Study you want to attach a Personnel Change request form

Once you click on Forms the first section of the Personnel Change Request Form will appear

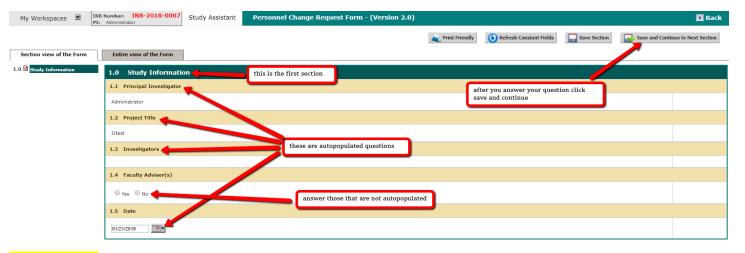My Workspaces   IRB Number: **IRB-2018-0007**   PI: Administrator   Study Assistant   **Personnel Change Request Form - (Version 2.0)**   Back

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

Section view of the Form	Entire view of the Form

1.0 Study Information

1.0 Study Information   this is the first section

1.1 Principal Investigator

Administrator

1.2 Project Title

JJtest

1.3 Investigators

these are autopopulated questions

1.4 Faculty Advisor(s)

○ Yes ○ No

answer those that are not autopopulated

after you answer your question click save and continue

1.5 Date

01/21/2019

Required fields

1.4 Faculty Advisor(s)

○ Yes ○ No

⚠ The field above is a required field and cannot be left unselected.

if you don't answer the question the system will not allow you to continue unless you make a selection

1.5 Date

01/21/2019

Section 2. Personnel changes

Section view of the Form | Entire view of the Form

1.0 Study Information
2.0 Personnel Changes

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

2.0 Personnel Changes

2.1 Please complete the table below to Add or Remove Study Personnel.

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

to add any new PI, click add button to look that user and add him/her

Add

If applicable, please select the new Research Staff personnel:

A) Additional Investigators

if you need to add new personnel click add to look that user and add him/her

Add

B) Research Staff

Add

If applicable, please add any new Study Contact:

if you need to add a new student click add to look that user and add him/her

Add

The Project 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:

if you want to remove any Personnel click select to look for that person and remove it

Select

To account for individual(s) that have been added, please fill out the panel below. You may add additional entries accordingly.

Entry 1

Click here to add another entry

Name

Adding a user

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Account: Administrator
Path: Home > personnel change request form

this window opens when you select add a user

My Workspaces | Study Assistant | **Search User Directory**

Help | My Profile | Log out | Back

Directory Browse/Find:

Last Name: (You may enter a partial name to search)
First Name:
by Department: All Departments

enter the user information and then select find

Find

Removing a user

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Account: Administrator
Department: MU - Speech-Language Pathology
Path: Home > personnel change request form

this window will open when you click "select" to remove a user

My Workspaces | IRB Number: **IRB-2018-0007** PI: Administrator | Study Assistant | **Select Personnel to Remove from Study**

Help | My Profile | Log out | Back

Study Status: Pending – Submitted for Initial Review | IRB Number : IRB-2018-0007 | Study Title : JJtest

after you make your selection select save selection

Save Selections

	Name	Role on the Study
☐	Administrator	Principal Investigator
☐	Administrator	Study Contact
☐	Administrator	Study Author

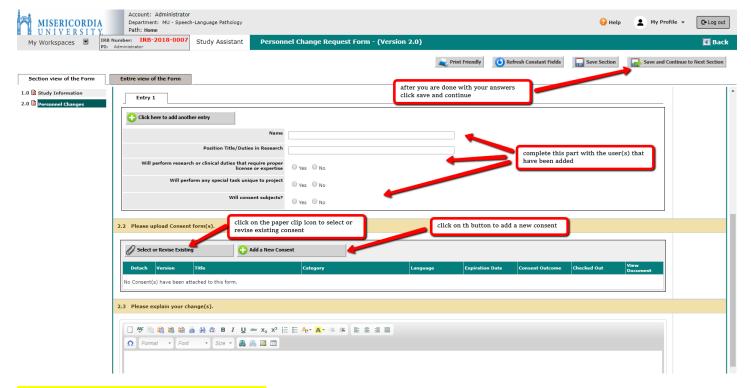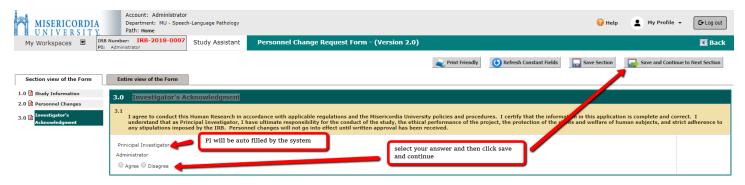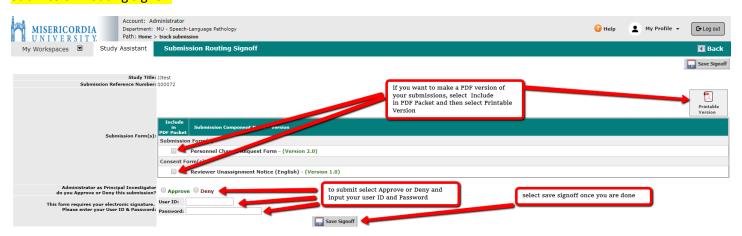select the Personnel you want to remove

To account for individual(s) that have been added, please fill out the panel below. You may add additional entries accordingly.

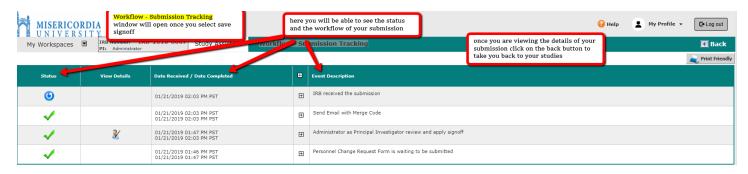MISERICORDIA UNIVERSITY

Help   My Profile   Log out

My Workspaces   IRB Number: IRB-2018-0007   PI: Administrator   Study Assistant   Personnel Change Request Form - (Version 2.0)   Back

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

Section view of the Form | Entire view of the Form

1.0 Study Information
2.0 Personnel Changes

Entry 1

Click here to add another entry

after you are done with your answers click save and continue

Name
Position Title/Duties in Research
Will perform research or clinical duties that require proper license or expertise   Yes   No
Will perform any special task unique to project   Yes   No
Will consent subjects?   Yes   No

complete this part with the user(s) that have been added

2.2 Please upload Consent form(s).

click on the paper clip icon to select or revise existing consent

click on th button to add a new consent

Select or Revise Existing   Add a New Consent

Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document

No Consent(s) have been attached to this form.

2.3 Please explain your change(s).

Format   Font   Size

Ω

Section 3. Investigator's Acknowledgment

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Help   My Profile   Log out

My Workspaces   IRB Number: IRB-2018-0007   PI: Administrator   Study Assistant   Personnel Change Request Form - (Version 2.0)   Back

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

Section view of the Form | Entire view of the Form

1.0 Study Information
2.0 Personnel Changes
3.0 Investigator's Acknowledgment

3.0   Investigator's Acknowledgment

3.1   I agree to conduct this Human Research in accordance with applicable regulations and the Misericordia University policies and procedures. I certify that the information in this application is complete and correct. I understand that as Principal Investigator, I have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the rights and welfare of human subjects, and strict adherence to any stipulations imposed by the IRB. Personnel changes will not go into effect until written approval has been received.

Principal Investigator
Administrator

PI will be auto filled by the system

Agree   Disagree

select your answer and then click save and continue

Submission Routing signoff

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Help   My Profile   Log out

My Workspaces   Study Assistant   Submission Routing Signoff   Back

Save Signoff

Study Title: JJtest
Submission Reference Number: 000072

if you want to make a PDF version of your submissions, select Include in PDF Packet and then select Printable Version

Printable Version

Include in PDF Packet	Submission Component Name	Version

Submission Form(s):
☐ Personnel Change Request Form - (Version 2.0)
Consent Form(s):
☐ Reviewer Unassignment Notice (English) - (Version 1.0)

Administrator as Principal Investigator do you Approve or Deny this submission?   Approve   Deny

This form requires your electronic signature. Please enter your User ID & Password:
User ID:
Password:

Save Signoff

to submit select Approve or Deny and input your user ID and Password

select save signoff once you are done

Workflow - Submission Tracking

Workflow - Submission Tracking window will open once you select save signoff

here you will be able to see the status and the workflow of your submission

once you are viewing the details of your submission click on the back button to take you back to your studies

My Workspaces ▾

IRB Number: IRB-2018-0007 Study Assist
PI: Administrator

Workflow - Submission Tracking

🔒 Help   👤 My Profile ▾   ⏻ Log out

◀ Back

🖨 Print Friendly

Status	View Details	Date Received / Date Completed	⊞	Event Description
🔄		01/21/2019 02:03 PM PST	⊞	IRB received the submission
✔		01/21/2019 02:03 PM PST 01/21/2019 02:03 PM PST	⊞	Send Email with Merge Code
✔	✎	01/21/2019 01:47 PM PST 01/21/2019 02:03 PM PST	⊞	Administrator as Principal Investigator review and apply signoff
✔		01/21/2019 01:46 PM PST 01/21/2019 01:47 PM PST	⊞	Personnel Change Request Form is waiting to be submitted

Submission is finished.

Status	View Details	Date Received / Date Completed	⊞	Event Description