Personnel Change request form

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

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

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

Required fields

Section 2. Personnel changes
Adding a user

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

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

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

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

Removing a user

This window opens when you select add a user.

Enter the user information and then select find.

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

After you make your selection select new selection.

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.
Section 3. Investigator’s Acknowledgment

I agree to conduct the 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 obligations imposed by this form. Personnel changes will not go into effect until written approval has been received.

Submit Routing signoff

If you want to make a PDF version of your submission, select Include in PDF Packet and then select printable Version.

Workflow - Submission Tracking

To submit select Approve or Deny and input your user ID and password. Select save signoff once you are done.
Submission is finished.