How do I add or retire Research Personnel through a Modification submission?
These steps may be performed by anyone named as Research Personnel on the protocol.

To add or retire Research Personnel:

1. Find the protocol using QUICK FIND at the top right of the home screen.
2. Hover over the protocol number with your cursor and a menu will appear.
3. Choose CREATE NEW and then click on MODIFICATION. This will open the Modification submission package window.
4. CLICK on the Modification form and enter the full name(s) of the researcher(s) you want to add or retire in the “Describe the Modification” section.
5. Fill out the additional mandatory questions and LOCK the form by using the lock check box in the upper right of the form. This will return you to the Modification Submission Package window.
6. To complete addition of Research Personnel.

**NOTE:** YOU CANNOT RETIRE RESEARCHERS. IRB Staff will retire researchers and remove them from the IRB Application for you once you submit your Modification.

7. CLICK on IRB Application. CLICK on lock check box to unlock the form. CLICK on Section C: Research Personnel
8. CLICK the yellow add plus sign to ADD individual researchers: 

![Image of Research Personnel section in the IRB application form]
9. When you have completed adding researchers, lock the form by using the lock check box. This will automatically save and close the form and return you to the Modification Submission package window.

10. When you are ready, please CLICK the Submit button and the submission will be directed to either your PI or the IRB depending on the selections you made on the PI Assurance section of the Modification form.