

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:

Close Print Form History Save U

Research

Research Integrity and Assurance

- A. Instructions
- B. General Information
- C. Research Personnel**
- D. Non-Princeton Personnel
- E. Study Design
- F. Risks to Subjects
- G. Potential Benefits
- H. Withdrawal of Subjects
- I. Confidentiality
- J. Privacy
- K. Consent
- L. International Research
- M. Conflict of Interest
- N. Supporting Documents
- O. PI Assurance

View All Pages

C. Research Personnel

+ (Add)

Name

Principal Investigator (PI)
The PI is the person who is ultimately responsible for the conduct of the study. For student-initiated research, the PI is typically the student's faculty advisor. However, the PI does not have to be your faculty advisor. For the eligibility criteria to serve as a PI at Princeton University, please see [this](#) document.

Email Communication
The IRB will send all communications to the PI. If you would like this person to also receive IRB communications about this study, please check this box.

Role in Research:

IRB Compliance Training
This information is automatically populated based on data received from the [CITI Program](#) or recorded by the IRB Office

Certification	Begin	End
-	-	-

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Research Integrity & Assurance
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[IRB Website](#) | [Email the IRB Office](#)

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.