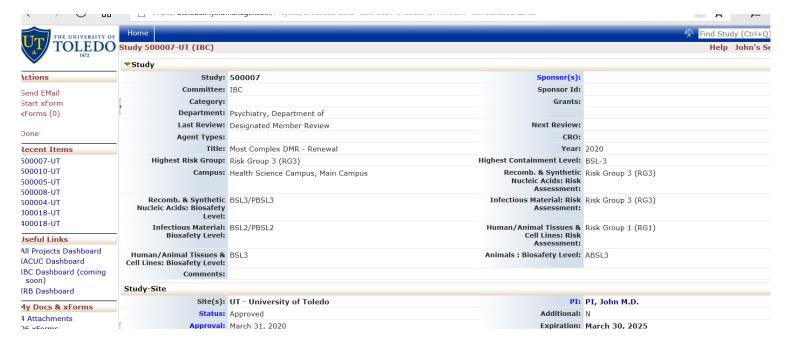
HOW TO CREATE A PERSONNEL AMENDMENT IN IRB MANAGER

If you wish to update personnel in your study or protocol:

- 1. Open the study you are looking at amending by clicking the study # link in your dashboard.
- 2. Once inside the Study, click on Start XForm located at the left side of the screen under the Actions list.



3. You will see an XForm called IBC Personnel Amendment. Click on this XForm and the Personnel Amendment form will appear.



This allows you to remove or add personnel to the protocol. If you cannot find the person you are trying to add to the protocol, you must email (or call them) and ask them to simply log in to <u>IRB Manager</u>. This will add them to the system and you will be able to select them from the list of personnel to be added.

You cannot change the Principal Investigator from the Personnel Amendment. This must be changed from a regular amendment process.