Human Subjects

KC IRB Instructional Guides

Adding and Removing Personnel

Applies to: New Studies, Amendments and Renewals

Personnel Tab

1. **Adding personnel with IU User ID**
   a. Search for individuals using IU User ID first, even if you think the individual may not have an IU username. Click the button to search for an **IU User ID** (includes IU students, faculty, affiliates, etc.).
   b. If known, enter username (this is the fastest search)
   c. If unknown, search by another value, such as Last Name, using an * (e.g., Johnson*). Tip: If searching for a common name such as "Smith" you can limit your results by also typing the first and last name in the First/Last Name fields with * at the end of each.
   d. Click search
   e. Click “return value” next to the appropriate person.

2. **Adding personnel with No IU user ID**: If you do not find the person via IU User ID, search by clicking the button next to **No IU User ID Search**.
   a. Search by value, such as Last Name, using an * (e.g., Johnson*). Tip: If searching for a common name such as "Smith" you can limit your results by also typing the first and last name in the First/Last Name fields with * at the end of each.
   b. Click search
   c. Click “return value” next to the appropriate person. If you do not find the person via No IU User ID Search, see the guide on adding a person to the **Address Book**. If you have issues please contact our office (irb@iu.edu) for assistance in adding an entry.
   d. When the person’s name is returned, select the appropriate **Protocol Role** from the drop-down list and click **add person**.

3. **Click ➤ show on the person’s folder, then click ➤ show on Person Details tab**.
   a. Confirm **Protocol Role**. If an incorrect role was previously selected, choose the appropriate role from the drop-down and click “update view”
   b. **Select Affiliation Type**
   c. If the individual is a member of an institution which utilizes the IU IRBs (e.g. IU Health, Wishard/Eskennazi Health, Regenstrief, Roudebush VAMC), choose Affiliated and click “update.”
   d. If the individual is not affiliated with IU or an institution which utilizes the IU IRBs (see above), choose Non-Affiliated and click “update.”

4. **Viewing Investigator Requirements**
   a. The Personnel tab allows users to see whether investigators who have IU user IDs have completed the COI and CITI requirements at one glance. All investigators must complete applicable requirements before this submission can be approved. Investigators who
appear in **RED** have incomplete requirements. Investigators who appear in **GREEN** have completed necessary requirements.

i. Click ➤**show** on the person’s folder  
ii. Click ➤**show** next to **Person Details**  
iii. **Investigator Requirements** will list the requirements that have not been completed by this investigator. If you have any question about this information, please contact our office: **irb@iu.edu**.

5. The **Conflicts of Interest** section will automatically open when adding new investigators.
   a. Respond to all questions.  
   b. Click **update** and **save** to review your responses

6. **Removing Personnel**
   a. Select the check box next to the person/persons you would like to remove.  
   b. Click **delete selected**  
   c. Click **save**