**VERAS – CHANGE OF PERSONNEL**

1. From the My Workspaces menu drop down, select Study Assistant, and Study Workspace.

Graphical user interface, application

Description automatically generated

1. Scroll down to All Studies, and find the protocol. Move your cursor to the right and choose Forms. 
2. From the pop-up menu, choose IRB Amendment – Change of Personnel.A picture containing icon

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3. Use the  for additional instructions and information.
4. To **ADD UNIVERSITY OF IDAHO PERSONNEL**, use Section 1.2. Choose the Setup Key Study Personnel Request button. 
5. Type in the name of the person you want to add. If you cannot find the person, they do not have a VERAS account and will need to log in to VERAS using their University of Idaho credentials. Account set up takes up to three business days. Graphical user interface, application, table

   Description automatically generated
6. Verify the person has appropriate training by selecting Graphical user interface, website

   Description automatically generated next to the name. Information on required IRB training is available here: <https://www.uidaho.edu/research/faculty/research-assurances/human-protections/training>. The person cannot be approved to work on the protocol until the required training is completed.
7. If the training has been completed, choose Graphical user interface, application, website

   Description automatically generated and then choose the appropriate role. Requirements for a Principal Investigator or Co-Principal Investigator are explained here: <https://www.uidaho.edu/governance/policy/policies/apm/45/22> . Other roles can be chosen at the PI’s discretion. Select the role by choosing both the Category and individual responsibility. 
8. If the person should receive all IRB notices about the study, select Yes. 
9. Continue to add personnel as needed. When finished, look at Section 1.2 to verify it is correct.
10. To **REMOVE UNIVERSITY OF IDAHO PERSONNEL**, choose the  button. Then select Table

    Description automatically generated. A list of personnel will appear. Place a checkmark next to the names of those you want to remove and use the button. The personnel will be removed from the list. Then choose the button. When finished, look at Section 1.2 to verify it is correct.
11. To **ADD EXTERNAL PERSONNEL**, choose the A picture containing text

    Description automatically generated button. Fill in the information about the external personnel and select the Save External Personnel button.Graphical user interface, application, email

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12. To **REMOVE or EDIT EXTERNAL PERSONNEL**, use the Delete or Edit buttons next to the personnel name.
13. If you need to update the Consent documents due to personnel changes, upload the documents in Section 1.4. If you have a new document, upload it by choosing Add a New Consent.Table

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If you do not have a new copy, use Select or Revise Existing, to obtain a copy of the IRB approved consent. Use the most recent version available to update.Table

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Choose Create Revision, and then Check-out the document to begin revising it. 

Make any modifications, save the file to your computer, and then use the Check-in Document to upload it back to VERAS. 

Save the selected file. Then choose Save Consent. 

1. When all changes are correct on this page, choose either Save Section to come back to this work later, or Save and Continue to Next Section to submit the Change of Personnel form.
2. Select Exit form to come back to this work later, or select Signoff and Submit to submit the Change of Personnel form.Graphical user interface, text, application

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3. To finalize the submission, select Approve and Save Signoff. Graphical user interface, application

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