

How to Change the Principal Investigator

The individual who creates the application in InfoEd is automatically added to the protocol as the Principal Investigator.

Western Carolina University | Graduate School and Research

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ADMINISTRATION

RESEARCH PERSONNEL

UNAFFILIATED PERSONNEL

PROJECT SUMMARY

CONFLICT OF INTEREST/DUAL RELATIONSHIPS

STUDY PROCEDURES

RISK AND BENEFITS SECTION

PROTECTION OF PARTICIPANT PRIVACY AND CONFIDENTIALITY

EXTERNAL SITES

FOR RESEARCH INVOLVING QUALTRICS SURVEYS

CERTIFICATION

ALL PAGES

MANAGEMENT RECORD

ADMINISTRATION

Required : Prior to submitting your application to the IRB, please make sure all personnel listed on the [IRB Human Subjects Training](#) application have completed human subjects training. WCU's human subjects training can be accessed at [www.citiprogram.org](#). Detailed instructions for registering, affiliating with WCU, and selecting the correct course can be found on the [Website](#).

If your study will include tribal members from the Eastern Band of the Cherokee Indians (EBCI) or will occur on Cherokee lands (e.g. the Qualla Boundary or Snowbird community), approval may also be required by the EBCI Cultural IRB and/or EBCI Medical IRB. No research may be conducted on EBCI Tribal Lands without explicit approval by the EBCI Cultural or Medical IRB and a Tribal Resolution. Contact mirb@nc-chokeee.com immediately to report non-compliance with these Tribal requirements.

When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.

RESEARCH PERSONNEL

▼ Personnel - Review + Delete Personnel - Review

Name Investigator, Pete *Pete created this application, so he is listed as the PI.*

Email edriscoll@infoedglobal.com

Phone 222-222-2222

Department English

Principal Investigator Start Date 02-Jun-2021 End Date Role

* Upload a copy of your CITI training certificate - Social/Behavioral Research. Instructions for downloading your certificate from CITI may be found [here](#).

WCU Status:

Click the plus (+) sign to add another WCU affiliated person the research team.

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RESEARCH PERSONNEL

▼ Personnel - Review + Click the plus sign to add another WCU affiliated person to the research personnel. Delete Personnel - Review

Name Investigator, Pete

Email edriscoll@infoedglobal.com

Phone 222-222-2222

Department English

Principal Investigator Start Date 02-Jun-2021 End Date Role

* Upload a copy of your CITI training certificate - Social/Behavioral Research. Instructions for downloading your certificate from CITI may be found [here](#).

WCU Status:

A popup will appear. Type the name of the person you wish to add to the research team and select the person from the dropdown list. Then click 'Select' in the top right corner.

The screenshot shows a web browser window with a URL starting with 'wcu.infoedglobal.com/PopUpSelectProg.asp?Parameter=Personnel&UseCustom=1&Re...'. A 'Personnel Listing' popup is open, featuring a search input field containing 'Jamie' and a dropdown menu with 'Carson, Jamie' selected. A red circle highlights the 'Select' button in the top right corner of the popup. The main application page behind the popup includes a sidebar with navigation options like 'EXTERNAL SITES', 'FOR RESEARCH INVOLVING QUALTRICS SURVEYS', 'CERTIFICATION', 'ALL PAGES', and 'MANAGEMENT RECORD'. The main content area has sections for 'ADMINISTRATION' (with 'Required', 'Human Subjects', and 'Training' subsections), 'RESEARCH PERSONNEL' (with a 'Personnel - Review' section), and 'EXTERNAL SITES'. The 'Personnel - Review' section shows details for 'Investigator, Pete' with fields for Name, Email, Phone, Department, Principal Investigator (checked), Start Date (02-Jun-2021), End Date, and Role.

The newly added research team member will appear below the creator of the application.

This screenshot displays the 'RESEARCH PERSONNEL' section of the application. On the left is a sidebar with navigation options: 'UNAFFILIATED PERSONNEL', 'PROJECT SUMMARY', 'CONFLICT OF INTEREST/DUAL RELATIONSHIPS', 'STUDY PROCEDURES', 'RISK AND BENEFITS SECTION', 'PROTECTION OF PARTICIPANT PRIVACY AND CONFIDENTIALITY', 'EXTERNAL SITES', 'FOR RESEARCH INVOLVING QUALTRICS SURVEYS', 'CERTIFICATION', 'ALL PAGES', and 'MANAGEMENT RECORD'. The main content area is titled 'RESEARCH PERSONNEL' and includes a 'Personnel - Review' section with a 'Delete Personnel - Review' link. Below this, two personnel entries are listed. The first entry is for 'Investigator, Pete' with details for Name, Email, Phone, Department, Principal Investigator (checked), Start Date (02-Jun-2021), End Date, and Role. The second entry is for 'Carson, Jamie', with details for Name, Email, Phone, Department, Principal Investigator (unchecked), Start Date (02-Jun-2021), End Date, and Role. The 'Carson, Jamie' entry is circled in red. Both entries include a note: '* Upload a copy of your CITI training certificate - Social/Behavioral Research. Instructions for downloading your certificate from CITI may be found here.' and a 'WCU Status' dropdown menu.

Check the box that says “Principal Investigator” under the name of the person that was added. This removes the check mark in the PI box from the original creator.

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your application to the Research Compliance Office.

RESEARCH PERSONNEL

Personnel - Review

Delete Personnel - Review

Name Investigator, Pete
Email edriscoll@infoedglobal.com
Phone 222-222-2222
Department English

Principal Investigator Start Date 02-Jun-2021 End Date Role

* Upload a copy of your CITI training certificate - Social/Behavioral Research. Instructions for downloading your certificate from CITI may be found [here](#).

WCU Status:

Delete Personnel - Review

Name Carson, Jamie
Email jcarson@wcu.edu
Phone
Department Western Carolina University

Principal Investigator Start Date 02-Jun-2021 End Date Role

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WCU Status:

Check the 'Principal Investigator' box under the newly added research team member. This will remove the check from the PI box of the creator of the application.

The Principal Investigator is now changed.