




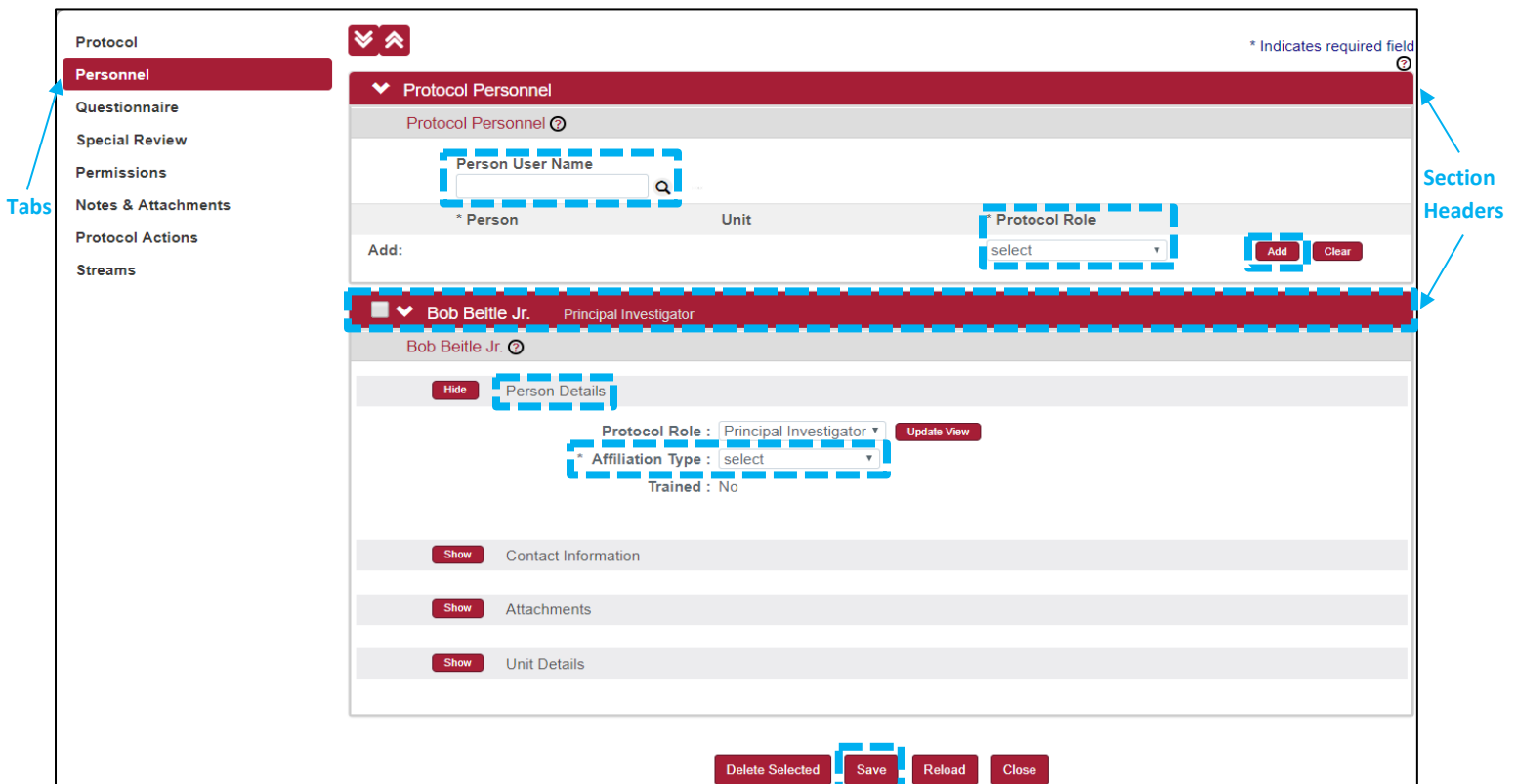
IRB: UPDATING THE PERSONNEL TAB

The Personnel Tab enables you to identify personnel working on this project, in addition to the Principal Investigator. Follow the steps below to enter the required information in the Personnel tab.

- 1) Click the **Personnel Tab**
 - a. The Principal Investigator (PI) you selected from the Protocol tab will automatically be listed in this section.
- 2) Click the magnifying glass  next to **Person User Name** to look up additional employees that should be listed on this protocol. Examples: Co-Investigator, Data Integrity Manager or Study Personnel.
 - a. To locate the person in this search, click the magnifying glass and in the email address field enter their **UADA, UALR, or UARK email address** (include: @uada.edu, @ualr.edu, or @uark.edu) and leave all other search fields blank. Click the **Search** button.
 - b. Below the Search button, locate the person and click **Return Value**.
 - c. Select the appropriate **Protocol Role** from the drop-down box.
 - d. Click the **Add** button  to add this information to the protocol.
 - e. Repeat these steps until all personnel are identified.
- 3) Click the **Section Header** to access **Person Details**
 - a. Click the **Show** button  next to **Person Details**.
 - b. Select the appropriate **Affiliation Type** such as Faculty, Supervisor, etc.

NOTE: If Student Investigator is chosen, a faculty **MUST** be added and given the Supervisor affiliation type.

 - c. Repeat this step for each person listed on the protocol.
- 4) Under the **Section Header**, you can also access Contact Information and Unit Details associated with each person listed on the protocol. You also have the option to add Attachments at the Personnel level, if needed.
- 5) Click the **Save** button.



The screenshot displays the IRB system's Personnel management interface. On the left, a sidebar contains navigation tabs: Protocol, Personnel, Questionnaire, Special Review, Permissions, Notes & Attachments, Protocol Actions, and Streams. The main area is titled 'Protocol Personnel' and features a search bar for 'Person User Name' with a magnifying glass icon. Below the search bar is a table with columns for 'Person', 'Unit', and 'Protocol Role'. A red box highlights the 'Personnel' tab in the sidebar. Another red box highlights the 'Personnel' section header in the main area. A blue dashed box highlights the search bar and the 'Person User Name' input field. Another blue dashed box highlights the 'Protocol Role' dropdown menu. A third blue dashed box highlights the 'Affiliation Type' dropdown menu in the 'Person Details' section. A red box highlights the 'Add' button. A blue dashed box highlights the 'Person Details' section header. A blue arrow points to the 'Personnel' tab in the sidebar. Another blue arrow points to the 'Personnel' section header in the main area. At the bottom of the interface, there are buttons for 'Delete Selected', 'Save', 'Reload', and 'Close'. A red box highlights the 'Save' button.