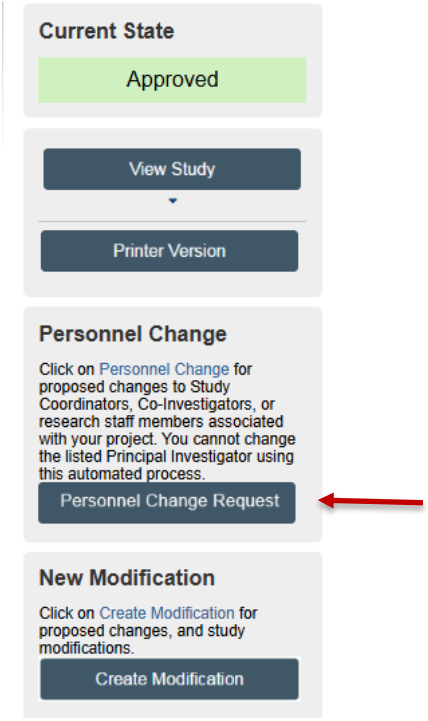
eIRB+ Application Guide

for Creating an Automated Personnel Change Modification

***Please note**: This automated application is designated solely for updating Rutgers-affiliated Study Coordinators, Co-Investigators, or research staff members associated with your project. Only the listed PI will be able to submit this request. Any questions, kindly contact the IRB office at irboffice@research.rutgers.edu for assistance.*

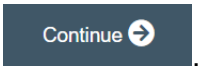
- From the main study workspace of an Approved study, click Personnel Change Request under Personnel Change on the left-hand side of the page.

- Please Note: If you already have a modification request pending for this study, you may still submit *one* new personnel modification request.



1. **Allowed Changes:** This application can only be used to modify Study Coordinators, Co-Investigators, or research staff.
2. **Principal Investigator (PI) Changes:** You **cannot** change the Principal Investigator using this automated process. For PI modifications, please submit a regular request for modification.
3. **Personnel lacking Rutgers netID and authentication**: The system does not allow for the addition of investigators, research staff members, volunteers, or consultants without authenticated Rutgers credentials (netID).
4. **No New Research Sites or External Locations:** This personnel change must not involve adding a new non-Rutgers research site, performance site, collaborating institution, or external location where research activities will occur. If the requested personnel change is associated with the addition of a new site, collaborating institution, or external research location, a standard Modification request must be submitted.
5. **Other Modifications:** For any other changes to your research project, please submit a standard request for modification.

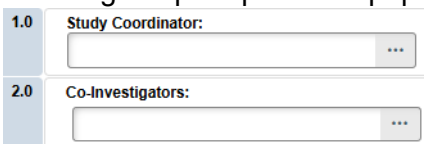
Section: “Instructions”

- Please review and ensure that all information in this section is applicable. Then click 

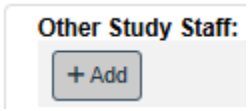
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Section: “Personnel Changes”

- Study team members can be removed by clicking the X icon to the right of each study team member.
- Study coordinators and Co-Investigators can be added by clicking on the respective 3 dots, then following the prompts in the pop-up window:



- Other Study Staff can be added by clicking the Add button, the following the prompts in the pop-up window:

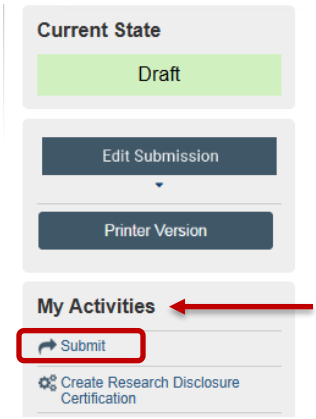


Section: “Final Page”

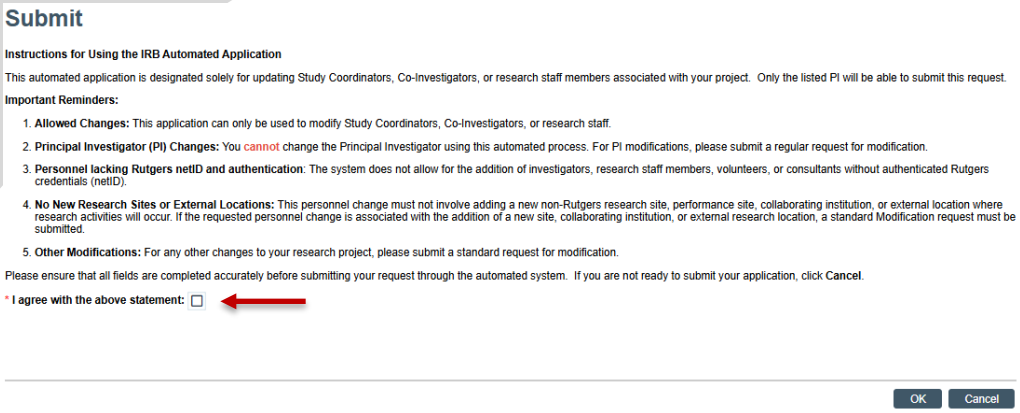
- The final page will provide a list of all personnel being added/removed:



- If everything is correct, click Finish in the bottom-right to return to the Personnel Change Modification workspace, then click Submit to begin the automated acknowledgement process (under My Activities).



- To submit, you will need to check off the acknowledgement statement regarding the use of this automated application:



Please note: CITI training and Research Disclosure Certification (eCOI) are still required. The automated acknowledgement will not be completed if missing or expired CITI/eCOI is detected:

