Change Personnel on Animal Study

This guidance will outline how to change personnel (add or remove) on an approved Animals Study application. After an application is approved, personnel changes must be done through the Change Personnel function listed under “My Activities” and not via an amendment, with one exception: changing the Principle Investigator.

Changing the Principal Investigator cannot be done via the process outlined below. To change the Principal Investigator on an application, you must create and submit an amendment.

Procedure:

1. Open the study application that requires a change of personnel.

2. Under “My Activities”, click “Change Personnel”.

3. You can now **add** new personnel with “edit access” to the application (1.0 below) or “view access only” (2.0 below). Click the **Add** button.

4. You can also add someone to the Study Team, which is a “free text” field. **However**, people listed here will **not** have “view” or “edit” access to the application.

5. After clicking the Add button, you will see a pop up to enter personnel information.
6. When adding personnel with edit or view access, the above window pops up. Start typing the name of your personnel in the Name field and the system will search and display a list of names just below for your selection. If you type the name of your personnel and the system displays “No such user”, then there are one of two reasons, or both, as to why your personnel does not show on the list:
a. Your personnel does not have a profile because they have not logged into the system, which will create their user profile.

b. Your personnel does not have the role you are trying to add them into (ie. Human Research Co-Investigator role or the Study Coordinator role).

If you receive the “No such user” message, do not click “Create new contact” because that function will not allow you to add them. Instead, your personnel must log in to the online system and request an additional role.

- Please refer to the video tutorials for instructions on how to update your profile or on Requesting an Additional Role.
7. To **remove** personnel who are no longer working on your study, click the “X” to the right of that person’s name.

8. To submit the Change Personnel request after you have completed adding/deleting personnel, click “OK”.
9. The application history should reflect that the Change Personnel activity has been completed. You can also check section 1.1 in “View Study” to make sure that the study personnel changes are reflected there.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.