

Pitt-CMU BRIDGE Center
Adding Additional Personnel

Compliance with BRIDGE Center policies and governance agreements requires that Principle Investigators authorize new researchers (as defined in the Project Registration Policy) to conduct research activities for a project at the BRIDGE Center. This policy is to ensure that personnel conducting human subjects research at the BRIDGE Center are covered by a current IRB protocol, authorized to conduct research on behalf of a PI, and to track BRIDGE Center Safety training. At the current time, Pitt PIs with an External User Agreement (EUA) are required to add all new researchers who will participate in research activities at the BRIDGE Center to their EUA. This is to ensure researchers are covered by the protections of the EUA.

Procedure Adding Research Personnel

- 1. Principle Investigator adds the new researcher to their CMU IRB personnel by doing a IRB protocol modification using SPARCS.**
- 2. *Pitt or external PIs:* Principle Investigator completes EUA Amendment.**
 - a) New researcher(s) sign the EUA Amendment (can be obtained from John Pyles).**
 - b) PI obtains Pitt institutional signature on EUA Amendment.**
 - c) PI emails the Scientific Operations Director (John Pyles, jpyles@cmu.edu) the Pitt signed EUA Amendment.**
 - d) John Pyles forwards Pitt signed EUA Amendment to CMU OSP for counter-signature.**
- 3. Principle Investigator emails the Scientific Operations Director (John Pyles, jpyles@cmu.edu) authorizing the new researcher to conduct research activities for a specific project.**
 - a) PI should include a pdf copy of the IRB modification approval letter which should include the new researchers name.**
- 4. New researcher completes BRIDGE Center Researcher Safety Training.**
- 5. Scientific Operations Director adds the new Researcher to the Project Registration form and returns a copy to the PI along with the CMU signed EUA Amendment (if applicable).**