Staff Update

1. Does this modification request involve a change in Principal Investigator? [YES/NO]

[FOR INDUSTRY COOP STUDIES ONLY] IF THE ANSWER IS YES, THE SYSTEM WILL NOTIFY THE CONTRACT MANAGER (DIANA) AUTOMATICALLY, WHEN THE PI SUBMITS THE MODIFICATION FORM. DIANA WILL COLLECT THE DOCUMENT FROM PI AND CREATE A CONTRACT AMENDMENT IF NEEDED. THE CONTRACT MODIFICATION WILL BE CARRIED IN THE CONTRACT MODULE.

[FOR INVESTIGATOR INITIATED STUDIES ONLY] IF THE ANSWER IS YES, THE SYSTEM WILL PRE-SELECT THE CONTRACT MANAGER IN GATEKEEPER’S FINAL REVIEW PAGE, AND CONTRACT MANAGER WILL BE NOTIFIED WHEN GATEKEEPER APPROVES THE STUDY. DIANA WILL COLLECT THE DOCUMENT FROM PI AND CREATE A CONTRACT AMENDMENT IF NEEDED. THE CONTRACT MODIFICATION WILL BE CARRIED IN THE CONTRACT MODULE.

1. Please list the name and role for EACH staff member that you are adding to the study. [TEXTBOX]
2. Please list the name and role for EACH staff member that you are removing from the study. [TEXTBOX]
3. Please describe any changes to roles, responsibilities, and/or notifications that you are making for current staff members. [TEXTBOX]

GET MESSAGE THAT SAYS:

Please be sure to make the requested staff changes in this form. STAFF CHANGES ARE NOT ACTIVATED IN THE SYSTEM IF THE STAFF SECTION IS NOT CHANGED.

If these changes need to be reflected in the protocol and other study documents, please be sure to make those revisions as part of this submission. Inconsistent information across the form and documents will delay approval.

Staff Section

Documents Section

Sign Off Page