

HOW TO CREATE A PERSONNEL AMENDMENT IN IRB MANAGER

If you wish to update personnel in your study or protocol:

1. Open the study you are looking at amending by clicking the study # link in your dashboard.
2. Once inside the Study, click on Start XForm located at the left side of the screen under the Actions list.

The screenshot shows the IRB Manager interface for Study 500007-UT (IBC). The study details are as follows:

Study:	500007	Sponsor(s):	
Committee:	IBC	Sponsor ID:	
Category:		Grants:	
Department:	Psychiatry, Department of	Next Review:	
Last Review:	Designated Member Review	CRO:	
Agent Types:		Year:	2020
Title:	Most Complex DMR - Renewal	Highest Containment Level:	BSL-3
Highest Risk Group:	Risk Group 3 (RG3)	Recomb. & Synthetic Nucleic Acids: Risk Assessment:	Risk Group 3 (RG3)
Campus:	Health Science Campus, Main Campus	Infectious Material: Risk Assessment:	Risk Group 3 (RG3)
Recomb. & Synthetic Nucleic Acids: Biosafety Level:	BSL3/PBSL3	Human/Animal Tissues & Cell Lines: Risk Assessment:	Risk Group 1 (RG1)
Infectious Material: Biosafety Level:	BSL2/PBSL2	Animals : Biosafety Level:	ABSL3
Human/Animal Tissues & Cell Lines: Biosafety Level:	BSL3	Comments:	

Study-Site

Site(s):	UT - University of Toledo	PI:	PI, John M.D.
Status:	Approved	Additional:	N
Approval:	March 31, 2020	Expiration:	March 30, 2025

3. You will see an XForm called IBC Personnel Amendment. Click on this XForm and the Personnel Amendment form will appear.

The screenshot shows the 'Start Form on Study 500007-UT (IBC)' screen. The 'Select xForm to start' section is visible, with a table listing available XForms:

Action	Form (Click to start)	Description
	IBC Personnel Amendment	IBC Personnel Amendment

This allows you to remove or add personnel to the protocol. If you cannot find the person you are trying to add to the protocol, you must email (or call them) and ask them to simply log in to [IRB Manager](#). This will add them to the system and you will be able to select them from the list of personnel to be added.

You cannot change the Principal Investigator from the Personnel Amendment. This must be changed from a regular amendment process.