

UPDATE STUDY TEAM

The **Principle Investigator (PI)** is responsible for maintaining the composition of a study team within an ethics file. Updates to the composition can be done in the system without requiring a formal modification. However, if new correspondence (e.g. letter or certificate) is required or the change affects study documents (e.g. informed consent forms), the PI must submit a formal modification.

To update the study team composition when a modification is not required, please note:

1. The Update Study Team activity is found under “My Activities” when logged into the study workspace.
2. It is only available when the file is in the state “Approved” or “Expired”.
3. Only the PI and individuals listed under section 6 of the “Study Staff, Funding, Location - Study Identification” page are able to perform this activity.
4. Any updates to the study team will trigger an immediate system notification to HREBA, and if additional information is required you will be notified.
5. The study team must be updated within IRISS prior to staff changes being implemented at the study site.



Co-Investigators: can edit the application but do not receive system notifications:

Profile	Last	First	Dept	E-Mail	Phone	Cell
There are no items to display						

Study Team: Student, Medical Resident, Post Doctoral Fellow Co-Investigators, Co-Investigator: can edit the application and will receive all system notifications for this study:

Profile	Last	First	Dept	E-Mail	Phone	Cell	Status
There are no items to display							

Study Coordinator(s), Research Nurse or Research Assistant(s): can edit the application and will receive all system notifications for this study:

Last	First	E-Mail	Phone	Cell
There are no items to display				

External Collaborator(s): List any other people who need access to information contained in this study:

Last Name	First Name	Phone Number	Email	Role on Study	Other Role on Study
There are no items to display					

QUESTIONS?

General Inquiries: info@hreba.ca

Technical “how to” Inquiries: iriss.support@ucalgary.ca