

**UPDATE STUDY TEAM**

The **Principle Investigator (PI)** is responsible for maintaining the composition of the study team within an ethics file. Changes to the composition are done by updating the “Study Identification” page of the IRISS application, either by submitting a modification (‘Create a Modification’) or using the ‘Update Study Team’ activity. Note that the study team must be updated within IRISS prior to staff changes being implemented at the site.

A Modification must be submitted for:

- Change of principal investigator
- Addition of co-investigator, student, medical resident, or post doctoral fellow co-investigator
- Any change which requires study documents (e.g. informed consent forms) to be updated

The ‘Update Study Team’ activity should be used for (if changes to study documents are not required):

- Removal of co-investigator, student, medical resident, post doctoral fellow co-investigator
- Change of study coordinator, research nurse, or research assistant
- Change of external collaborator

‘Update Study Team’ is found in the study workspace under “My Activities”. It is only available to the PI and individuals listed in section 6.0 of the “Study Identification” when the file is in the state “Approved”, “Pending Expiry”, or “Expired”. Note that any updates to the study team take effect immediately, and trigger an immediate system notification to HREBA; if additional information is required you will be notified.



**5.0 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							

**6.0 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				

**7.0 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](mailto:info@hreba.ca)

Technical “how to” Inquiries: [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca)