

UPDATE STUDY TEAM

The Principal Investigator is responsible for maintaining the study team composition within an ethics application. 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.

This activity can be completed by any member of the study team.

A Modification must be submitted for: (see user guide: Modify your Approved Study)

- 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

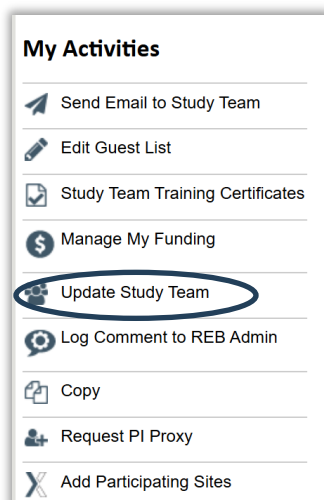
The ‘Update Study Team’ activity should be used for (if changes to study documents are not required):

- 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

NOTE: A new approval certificate will not be issued if you are using the Update Study Team activity.

Updating the Study Team

On the study workspace, Under My Activities, click on Update Study Team (can only be completed in the Approved, Pending Expiry or Expired States)



This will open the following box:

Update Study Team

The **Principal Investigator** is responsible for maintaining the study team composition within an ethics application, changes must be submitted prior to being implemented.

Note that:

1. When a member of the study team is changed, it will take effect immediately.
2. This functionality is available only when the study is in state "Approved" or "Expired".
3. If new correspondence (i.e., letter or certificate) is required, the PI must submit a formal modification.
4. Any changes to the study team will trigger a system notification to the ethics board and if additional information is required, you will be notified.

If you require additional information execute activity 'Log Comment to REB Admin' with your question.

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

NOTE: You can only Remove Co-Investigators using Update Study Team. Adding Co-Investigators must be added by creating a Modification

Profile	Last	First	Department	E-Mail	Phone	Account Status	
00027122	REB PI	DEMO				Active	

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:

NOTE: You can only remove people from this section. Adding people must be done by creating a Modification.

Profile	Last	First	E-Mail	Phone	Status	Account 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:

Profile	Last	First	E-Mail	Phone	Status	Account Status	Remove people here
00027122	REB PI	DEMO				Active	

* Primary Admin Contact:

DEMO REB PI  

Add Here / Remove Here

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

 Add

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

OK

Cancel

Once completed, the change will show in the history of the Study.

History	Attachments	Reviewer Notes	...	
Activity	Author		▼ Activity Date	
 Updated Study Team	REB PI, DEMO		8/18/2026 4:15 PM	
Co-Investigator(s): Removed: DEMO REB CO-I				