Submitting a Key Personnel Change Form

(an addition/ deletion of a Principal Investigator (PI), Co- PI, Coordinator, Faculty Advisor, or other research personnel)

NOTE: There are two other types of amendments that can be submitted via IRBManager (instructions for each may be found under "Submitting an Amendment Form"):

1) Go to https://swarthmore.my.irbmanager.com/ and enter your login information.
2) At the bottom of the dashboard, your active studies are listed.
    a. If you do not see your study listed, please contact irb@swarthmore.edu for additional support.
3) Click on the blue link for the study you wish to amend.
4) To start this form, click on the link for "Key Personnel Change form".
    a. **NOTE:** If you'd like to see what the form looks like, including all questions, and potential values for dropdown type questions, click "Start xForm" under actions in the upper left. Click on the printer icon next to the form, which will give you a view you can print.
5) Enter your study information.
6) Once you've completed and submitted the form, the IRB personnel will begin the review process. You will be notified of the results via email.
    a. **NOTE:** Until IRB approval has been granted for these proposed changes/amendments, any newly added key research personnel should <u>not</u> engage in this research. Likewise, any key research personnel deleted from this research will no longer be approved to engage in this research.
2) To view your submission once it has been accepted into IRBManager, click the link for the study from your dashboard. You will see the link in blue at the bottom of the page under "My Studies" (look for the appropriate amendment event).