

IRBNet – Adding & Removing Staff

CHR and KPNW Staff: List in the “KP-Affiliated” fields on the Study Team Form and ensure they match the names on the Shared Access list.

Collaborating Sites:

- **KP** – List only the PI(s) from collaborating regions in the “KP-Affiliated” fields on the Study Team Form. PIs from other regions do not need to be listed on the Shared Access list.
- **Non-KP Collaborators** – List only the PI(s) from collaborating non-KP sites in the “Non KP-Affiliated” fields on the Study Team Form. PIs from other regions do not need to be listed on the Shared Access list. Research staff from other sites DO NOT need to appear on the Shared Access list.
- **Only if KPNW IRB is responsible for training of other sites** - If there are external research team members for whom KPNW has agreed to manage their training (for example, specified by an IRB reliance agreement), they must be listed on the Study Team Form, have an account in IRBNet, and have shared access on the project.

Modification:

Staff changes can be made in a Modification/Amendment or Continuing Review package.

Document staff changes in the Study Team Form (wizard) by adding or deleting staff members as appropriate. Document requested changes in the free text field at the end of the Study Team Form.

Continuing Review: Document staff changes in the Continuing Review Form (wizard) by checking “*Change to Research Personnel* Have there been any changes to the research personnel at this KP site that have not been reported to the IRB?*” **AND** describe the changes on the Research Progress page under Research Activity Summary.

On the Continuing Review Form, you will see the following statement: “*If Yes, update the Study Team Form and submit a Modification to the IRB separate from this Continuing Review.*” KPNW is **NOT** requiring a separate modification package if you are only changing staff, but you must update the Study Team Form.

The Study Team Form (wizard) and the Shared Access list will need to be updated anytime you make a change in study team members. ***Be sure to update the Shared Access list prior to submitting a package with staff changes so that the RSPO team can review training for all staff.**

Follow these instructions to grant or remove IRBNet access for the added or removed staff.

1. Log in to www.irbnet.org.
2. The default page will be **MY PROJECTS**, where you will have access to your studies.
3. Access your study by clicking on the **Project Title** or by searching for it.
4. On the **Project Overview** page click on **Shared**.
5. You will now see a list of all study personnel who are on the study.
6. Follow the steps below to **remove** staff:
 - a. To **remove** staff, click on their **User Name** (in blue).

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- b. Assign their level of access to **No Access** and click save.
7. Follow the steps below to **add** staff:
 - a. To **add** staff, click **Share** (in blue). This is the first bulleted paragraph at the top of the page.
 - b. Select Kaiser Permanente – Northwest Region and click **Select Organization**.
 - c. Search for the user by their name.
 - d. Assign their appropriate level of access and click save.

Important Notes:

- It is recommended that Full Access only be granted to Principal Investigators and Project Managers with day-to-day responsibility for the study. Those with Full Access will receive emails for all actions taken by the IRB and other notifications regarding this study. Selecting “No Access” will remove a staff member from the study.
- BAC staff can be listed as a group on the Study Team Form with the following entries: First Name: BAC, Last Name: BAC, email: NW-IRB@kpchr.org, NUID: BAC
- Study teams may request changes to study staff using only a revised Study Team Form. Describe the requested changes in the free text field at the end of the Study Team Form. Be sure to update the Shared Access List in IRBNet. **Exception:** Changes to the PI at either KPNW or a relying site must be accompanied by a modification form.