**NORTH TEXAS REGIONAL INSTITUTIONAL REVIEW BOARD**

**APPLICATION FOR CHANGE OF STUDY PERSONNEL**

**(OTHER THAN PRINCIPAL INVESTIGATOR**)

Instructions: Use this form to request changes in study personnel, including personnel. This applies to co-investigators, study staff, students, and trainees. **DO NOT USE THIS FORM TO REPORT CHANGES IN PRINCIPAL INVESTIGATOR.**  For Principal Investigator (PI) change, you must revise the protocol synopsis to reflect the new PI.

## IRB Project #:

Principal Investigator:

Project Title:

Sponsor Protocol #:

Institution: JPS  UNTHSC:

Department / Program:

Contact Person:       Phone:

If you are requesting the addition of new study personnel, submit a copy of the CITI training certificate and a signed Conflict of Interest (COI) disclosure for each added study personnel. Approval for adding personnel cannot be made without these additional documents, or without appropriate IRB / human subject protection training. **New (added) personnel may NOT begin involvement on a project *prior* to IRB approval.** **NOTE**: ***Minors******CANNOT be named as study personnel on a project.***

| NAME | REQUESTED CHANGE  (add, remove, change in role) | ROLE / FUNCTION IN STUDY | OBTAINING  INFORMED  CONSENT?  (YES/NO) | Undergraduate Student?\*  (YES/NO) |
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**\**Investigators with projects involving undergraduate students as research personnel must ensure all institutional policies and procedures for research personnel are satisfied and a confidentiality agreement is on file for them. Contact the Office of Research Compliance for additional guidance****.*

I hereby certify that the above information is correct and that the added personnel have complied with North Texas Regional IRB Conflict of Interest Disclosure requirements. I also certify that each of the persons listed above have met all aspects of the CITI / human subject protection training requirements for research involving human subjects and that each person has complied with CITI Integrity Assurance Statement. I assume responsibility for the above named personnel and their activities on this research study.

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Signature – Principal Investigator Date Signature – IRB Chairman / Vice Chairman Date