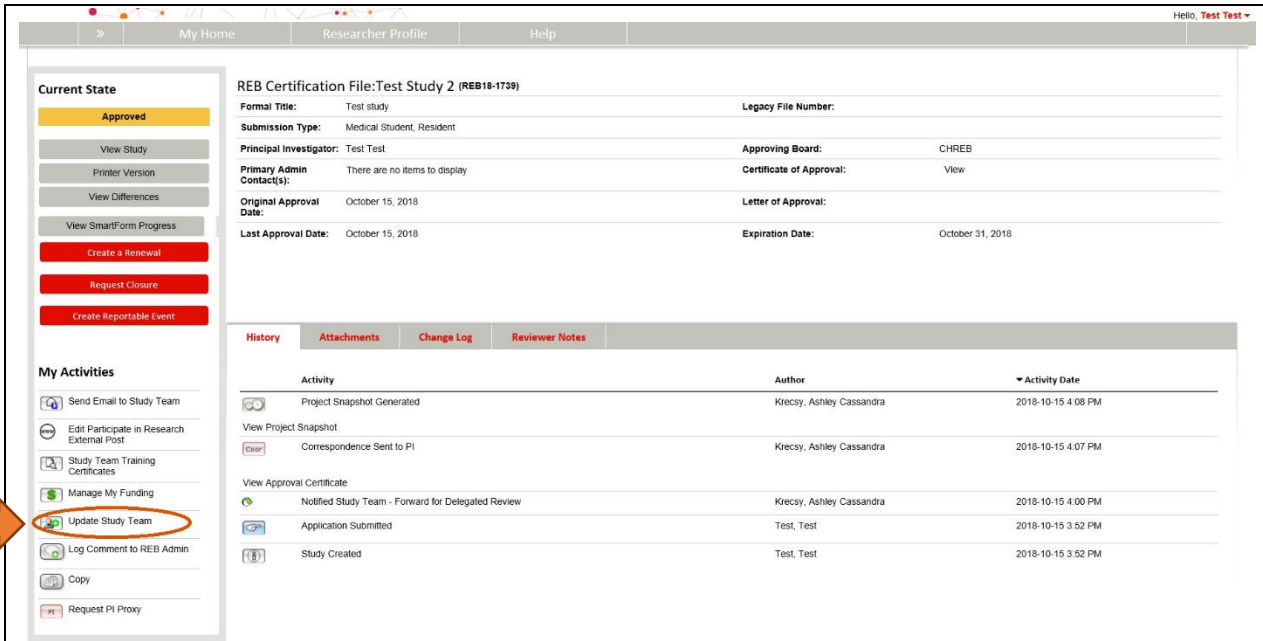


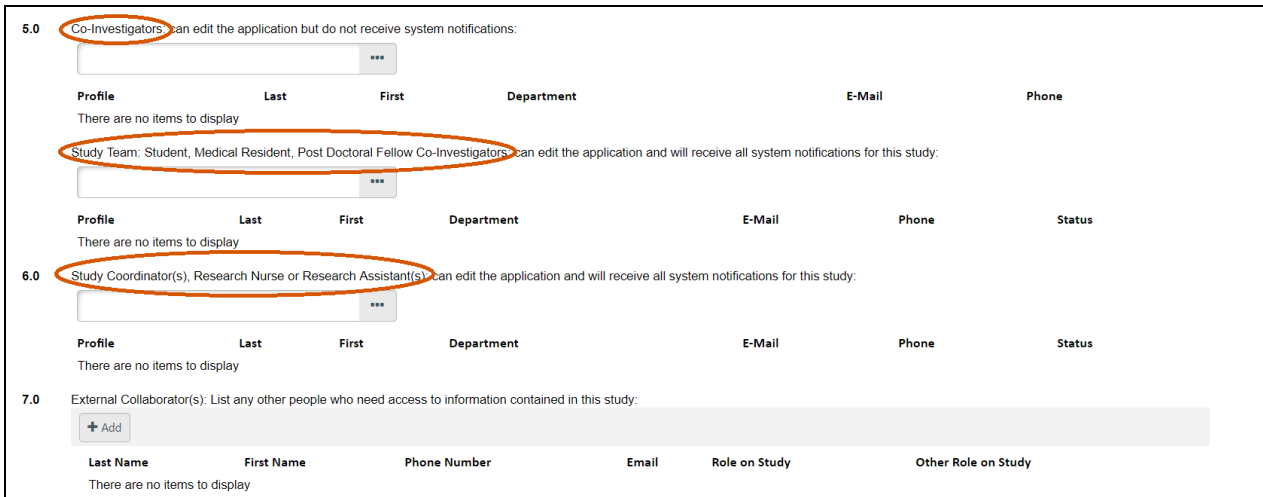
UPDATE STUDY TEAM

- The Principal Investigator is responsible for maintaining the study team composition within an ethics application; changes must be submitted prior to being implemented.
- This activity is available to any member of the study team.
- The activity is available only when the study is in 'Approved', 'Pending Expiry' or 'Expired' state.
- When a member of the study team is changed it will take effect immediately.
- If new correspondence is required, PI must submit a modification or send a request to the REB administrator to issue a new certificate.



The screenshot shows the IRISS system interface. On the left, under 'My Activities', the 'Update Study Team' option is highlighted with an orange circle and an arrow. The main content area displays details for 'REB Certification File: Test Study 2 (REB18-1739)'. The 'Current State' is 'Approved'. Below this, there are buttons for 'View Study', 'Printer Version', 'View Differences', 'View SmartForm Progress', 'Create a Renewal', 'Request Closure', and 'Create Reportable Event'. The 'My Activities' sidebar includes options like 'Send Email to Study Team', 'Edit Participate in Research External Post', 'Study Team Training Certificates', 'Manage My Funding', 'Update Study Team', 'Log Comment to REB Admin', 'Copy', and 'Request PI Proxy'. The main content area also shows a 'History' table with columns for 'Activity', 'Author', and 'Activity Date'.

- Add Study team (Co-Investigators, Student, Study Coordinators) to appropriate section and click **OK**.



The screenshot shows the 'Add Study Team' section of the IRISS system. It lists different roles and their permissions to edit the application and receive system notifications:

- 5.0 **Co-Investigators** can edit the application but do not receive system notifications:
- Study Team: **Student, Medical Resident, Post Doctoral Fellow Co-Investigators** can edit the application and will receive all system notifications for this study:
- 6.0 **Study Coordinator(s), Research Nurse or Research Assistant(s)** can edit the application and will receive all system notifications for this study:
- 7.0 **External Collaborator(s)**: List any other people who need access to information contained in this study:

Each section includes a table with columns for Profile, Last, First, Department, E-Mail, Phone, and Status. The 'Add' button is visible at the bottom left of the External Collaborator section.