SUBMITTING A NEW STUDY STAFF AMENDMENT

1. Login to the Partners network

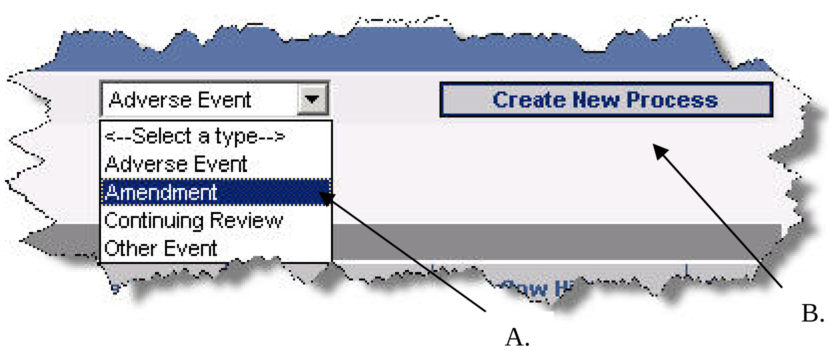
2. Go to the following web page: http://insight.partners.org

3. Enter your Partners user name and password to login to Humans/eIRB

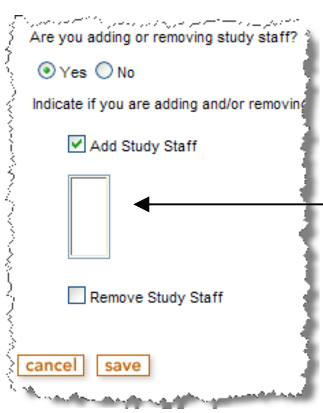
4. Click on the **go to Humans** button

5. Click on the appropriate protocol title

6. Click the type of submission you would like to complete for the protocol (see A. below), then click the **Create New Process** button (see B. below).



7. Complete the form



NOTE: You no longer need to enter the name(s) of who you are adding or removing on the amendment form. eIRB will track the names you add/remove on the Staff & Access page and auto populate the form.

8. Click the **Save** button to be brought back to the Forms page

9. Click the Staff & Access tab

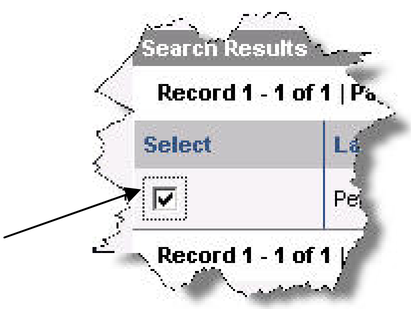
10. To add staff, proceed to step 11 and/or to delete staff proceed to step 21. NOTE: you can add and remove study staff with the same amendment. You can not however, combine a staff and non-staff amendment.

11. Click the **Add Study Staff** button

12. Enter person information and click the **Search** button. For best results, try searching on last/first name alone without entering institution/department, etc.

    Note: if the person you want to add does not have a Partners user name, click the **Next** button at the bottom of the screen and skip to step 15.

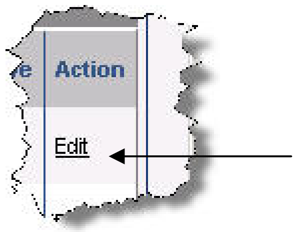
13. In the Search Results, check the box next to the name of the correct person and click the **Add to Selected Results** button



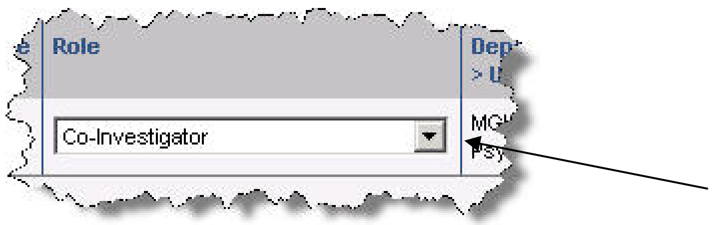
14. Repeat the steps above until all staff are in the 'Selected Results' grid. When complete, click the **Next** button

15. If there are staff that do not have a Partners user name, or collaborators that will be working independently from their non-Partners institutional/academic appointment as part of the study, then answer 'Yes' to the next question, "Do you need to add any people that do not belong to a Partners Institution that you did not find in the search results?" and complete the form for each of those staff. If not, then click the **Continue** button.

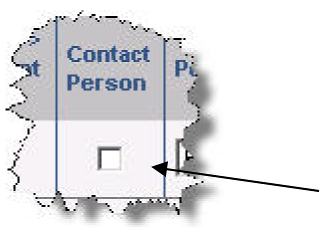
16. You are then brought back to the 'Staff & Access' main screen. Find the row with the name of the person you just added. In the 'Action' column of that row, click the 'Edit' link.



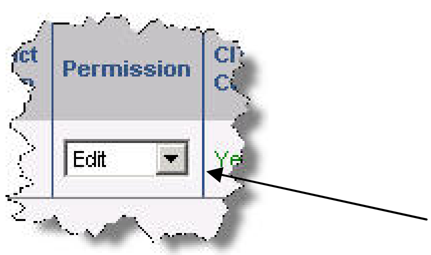
17. Select a study related role from the 'Role' pull down as close to the person's actual study responsibilities.



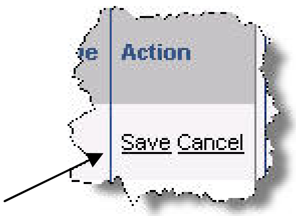
18. Indicate if the person should receive IRB correspondence by checking the 'Contact Person' check box.



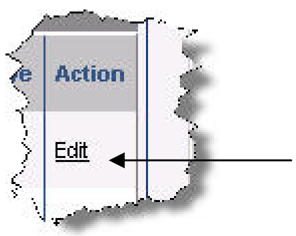
19. Select the person's permission for the protocol record- View=read only; Edit=can make form changes; Manage=can change other's permissions.



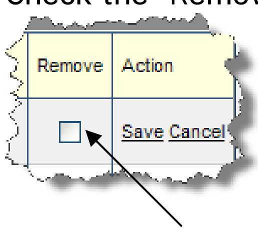
20. When complete, click the ‘Save’ link at the end of the row. Repeat for all people added.



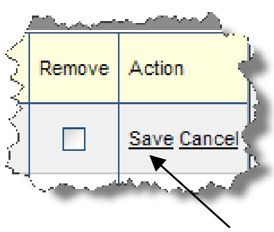
21. To delete study staff, find the row with the name of the person you need to remove. In the ‘Action’ column of that row, click the ‘Edit’ link.



22. Check the ‘Remove’ checkbox



23. Click the ‘Save’ link. Repeat steps 21-23 if others are to be removed.



24. Click the ‘Submission’ tab

25. Click the 

button to validate that all required fields contain data.

26. If there are no errors, click the **Submit** button. If there are errors, click the error description to be brought to the form to correct the error.

27. Once you click the **Submit** button, the amendment is automatically routed for electronic sign off. You can track the progress of the sign off process by going to the Pending Applications page and clicking on the Workflow History icon in the row where the transaction appears.