IRBear Quick Steps: Creating a New Personnel Amendment

1. Go to www.irbear.org. Click ‘Login’ in the upper right corner.

2. Log into IRBear.
3. Confirm that your role is listed as 'Study Staff', on your 'My Home'/Personal Page. If not, click 'Study Staff'. The screen will refresh and your 'Study Staff' homepage will appear.

![Study Staff page]

4. Click the 'Studies' tab. Click the protocol title link; the title will appear under the 'Name' header. The page will refresh and open to the protocol workspace.

![Protocol list page]
5. Click the **New Personnel Change** activity on the left side of the protocol workspace.

6. The first page of the amendment Smartform will appear.

   ![Amendment Smartform](image)

   **Amendment Type**: Personnel Change (not including PI)

   - An amendment request includes two parts: the Amendment form and modifications to the Study form.
   - Only one amendment request is allowed at any given time, i.e., amendment 1 must be approved, denied or withdrawn before amendment 2 can be created.

   **Instructions for personnel changes**:
   - A personnel change is restricted to changes of study coordinator, co-investigators, and other study staff. Changes to PI must be submitted as a full amendment.
   - To submit a personnel change, complete the next page then submit the amendment to the IRB.
   - Multiple amendments cannot be submitted for IRB Review/Approval at the same time i.e., personnel change 1 must be approved, denied or withdrawn before personnel change 2 can be created.

   **IRB #:** Pro00100009
   **Study Title:** Training Protocol-TRAIN MID/ TRAIN SD04

   **1.0 Enter Study Staff Contact Names:**

<table>
<thead>
<tr>
<th>Person</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABE</td>
</tr>
</tbody>
</table>

   **2.0 List all documents included with your amendment. If there are no documents uploaded in your submission, please state "Not Applicable". List any additional text required by the sponsor, if applicable.**

   **Enter the text below exactly as you want it to appear in the approval letter:**

   ![Document Upload Field](image)

   **ANY DOCUMENTS UPLLOADED IN THE AMENDMENT SHOULD BE LISTED HERE**
7. Enter new study personnel to the appropriate sections.

8. Upload a completed COI form for each new person.
9. Click ‘Finish’ on the last page of the amendment SmartForm. The page will refresh and open to the protocol workspace. Click the ‘Submit Amendment’ activity on the left hand side of the workspace. NOTE: This activity is only visible for the PI.

10. The amendment will transition to the 'Received by IRB' state.