Confirmation of Study Personnel Approval Process

Study Protocol #/Short Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRB Approval Number/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of faculty or staff being added: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Steps for adding personnel to a study:

Initial the following:

\_\_\_\_\_Obtained required contact information for Responsible Personnel List

* + UAB BlazerID
  + for non-UAB personnel, list the affiliate organization
  + last name and first name (exactly as it is in Oracle if UAB faculty or staff)
  + project role

\_\_\_\_\_Confirmed GCP, IRB, and Financial Conflict of Interest training completion

\_\_\_\_\_Emailed the above information and proof of training to regulatory coordinator, with a request to add the team member to RPL

\_\_\_\_\_Obtained and saved copy of RPL and approval letter in regulatory files

\_\_\_\_\_Notified PI and team member that the addition has been approved

\_\_\_\_\_Confirmed that RPL is complete prior to any study implementation

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Person Confirming Approval Signature Date