**PI** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **IRB#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Study Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Research Personnel List**  **Research (Study) Personnel***:*  Refers to all individuals designing research, directing research, serving as a PI or co-investigator, enrolling research subjects (including obtaining subjects’ informed consent or screening potential subjects), or making decisions related to eligibility to participate in research, analyzing or reporting research data, analyzing or reporting adverse events, or submitting manuscripts concerning the research publication.  **Requirements for Research Personnel:** Individuals engaged in human subjects research must be qualified with the appropriate education, expertise, and credentials prior to engaging in research activities.  All research personnel are required to complete human subject research protection training prior to engaging in research activities. (See: Research: Investigator, Research Personnel, IRB Member, IRB Administrator, and Institutional Official Training- AD.0161). The Initial IRB Review Application will list each person who is part of the research personnel. IRB approval date can be completed by PI after receiving IRB approval letter and list retained in the research file. Submit requested changes in research personnel to the IRB on this same form (log). One form (log) should be utilized for the entire period of performace for the project to track the involvement of research personnel throughout the life of the project. Do not use white out on this form (log). For edits, a single strikethrough line with date and initials of the correcting author should be used to correct entries.  By submitting this document to the IRB for approval, the PI attests that all personnel assigned to this study are aware and agree to responsibilies indicated and are qualified to perform the procedures assigned to them, have reported any and all conflicts of interests, and have completed all required training. |

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| **Full Name / Title** | **LRH Agent?**  (Y/N) | **Study Role** | **Study Responsibilities**  **(**Use Description Code List Below |
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| **Description Code List** | | |
| 1. Recruitment | 7. Physical/psychological Assessments | 13.Determines relationship/causality for AE(s)/SAE(s) |
| 2. Involved in consent | 8. Administers Questionnaires | 14. Intervenes with subjects to collect data or biospecimens about them by performing research procedures or by manipulating the environment for research purposes |
| 3. Participant screening | 9. Prescribes study drug | 15. Collect or create identifiable, private information about subjects; or have access to identifiable private information about research subjects |
| 4. Confirms eligibility | 10. Performs study procedure(s) | 16. Use or disclose protected health information (PHI) |
| 5. Participant randomization | 11. Makes study related decisions | 17. Conducts data analysis |
| 6. Collects medical history | 12. Safety Reporting | 18. Other: |