Adding a Study Team Member

Important Information

- Applications for new research studies must be submitted by the Principal Investigator.
- In addition to the Principal Investigator, other study team members can be included on the application. Each Study Team Member can be granted rights to be included in future correspondence related to the study and/or granted edit rights to the application.
- Study team roles include:
  - Co-Investigator
  - Faculty Advisor
  - Study Coordinator / Project Manager
  - Staff
  - Consultant
  - Other
- Individuals with the roles of Co-Investigator and Faculty Advisor must open the application and accept their role before the application can be submitted. See the Accepting Your Role on the Study Team procedure for more information.

eResearch Study Application

Study Team Members are defined in section 1.3 of the eResearch application.

1. Click [Add] to add a new member to the team.
Step-by-Step Procedure

2. Click [Select...] to add the team member.

3. Type the first three letters of the last name and click [Go].
   
   **Note:** Use the percent sign (%) as a wildcard character to find a partial name.

4. Select the team member.

5. Click [OK].
   
   **Note:** Individuals are added to the Select Person list once they log into eResearch for the first time. If the Study Team Member you are attempting to add does not appear in this list, ask the individual to log into eResearch or use the New User activity in the Study Workspace.
Study Team Detail Window

6. Select the Study Team Member’s role.

7. Choose whether this team member has rights to edit this study application.

8. Choose whether the team member should be included on future correspondence related to this study application.

9. Click **OK**.

10. The new team member has now been added to the application.

11. Click **Save**.

**Note:** Prior to submitting the application, Study Team Members named as Co-Investigators and Faculty Advisors must access the application and accept their assigned role.