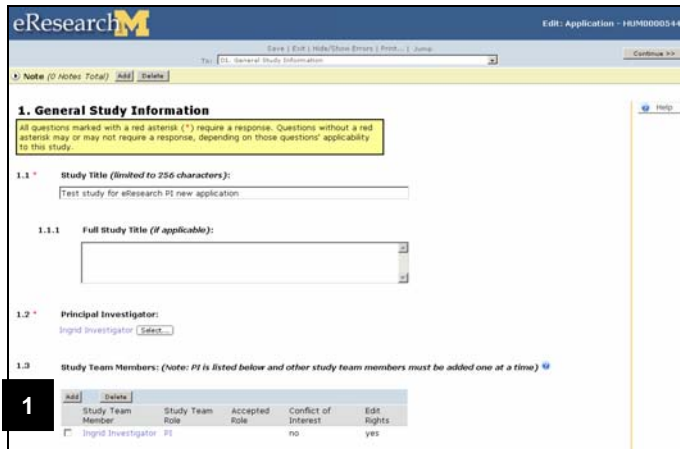


Adding a Study Team Member

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



The screenshot shows the 'eResearchM' application interface. The main content area is titled '1. General Study Information'. It contains several input fields: '1.1 * Study Title (limited to 256 characters):' with a text box containing 'Test study for eResearch PI new application'; '1.1.1 Full Study Title (if applicable):' with a text box; '1.2 * Principal Investigator:' with a dropdown menu showing 'Ingrd Investigator'; and '1.3 Study Team Members: (Note: PI is listed below and other study team members must be added one at a time)'. Below this is a table with columns: 'Study Team Member', 'Study Team Role', 'Accepted Role', 'Conflict of Interest', and 'Edit Rights'. The first row shows 'Ingrd Investigator PI' with 'no' for 'Conflict of Interest' and 'yes' for 'Edit Rights'. A red box highlights the 'Add' button in the table's header.

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

1. Click **Add** to add a new member to the team.

Study Team Detail Window

Study Team Detail

1.4 * Team Member: [None] **2**

1.5 * Function with respect to project:

Study Team Role	Note
<input type="radio"/> Co-Investigator	Each co-investigator must log into eResearch and accept this role before this study can be submitted.
<input type="radio"/> Faculty Advisor	Each faculty advisor must log into eResearch and accept this role before this study can be submitted.
<input type="radio"/> Study Coordinator/Project Manager	This role may be a Study Coordinator, Project Manager or Study Manager.
<input type="radio"/> Staff	
<input type="radio"/> Consultant	
<input type="radio"/> Other	

If other, please specify:

1.6 * Allow this person to EDIT the application, including any supporting documents/stipulations requested during the review process: Yes No

1.7 * Include this person on all correspondences regarding this application: (Note: This will include all committee correspondence, decision outcomes, renewal notices, and adverse event submissions. Co-investigators and faculty advisors are required to receive this information.) Yes No

Note: To upload a CV for this person, save their record by clicking OK, then edit their record by selecting their name from the list of study team members.

* Required

2. Click to add the team member.

Select Person Window

Select Person

Filter by: Last [res]

Total Selected: 1 1-5 of 5

Last	First	Organization
<input type="radio"/> Research Office	Housing	Unknown
<input checked="" type="radio"/> Researcher	Randi	University of Michigan
<input type="radio"/> Resnick	Paul	School of Information
<input type="radio"/> Resnicow	Kenneth	Hlth Behavior & Hlth Ed Dept
<input type="radio"/> Restrict	Kathleen	Center for Human Growth & Dev

Total Selected: 1 1-5 of 5 **5**

3. Type the first three letters of the last name and click .

Note: Use the percent sign (%) as a wildcard character to find a partial name.

4. Select the team member.

5. Click .

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**.

eResearch Study Application

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.