Adding a Study Team Member

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 edit the application and/or be included in future correspondence related to the study.

Study team roles include:

- Co-Investigator
- Faculty Advisor
- Study Coordinator / Project Manager
- Administrative Staff
- Research Staff
- Biostatistician
- Consultant
- Other

Individuals assigned to these roles:

- Must sign in to eResearch Regulatory Management (eRRM) and accept their role on the study team (except Administrative Staff). See the Accepting Your Role on the Study Team procedure for more information.
- Cannot submit an application for a new study. Only the Principal Investigator can do this.

**eResearch Study Application**

1. Click to add a new member to the study team.

**Study Team Detail Window**

2. Type the new Study Team Member’s last name or uniqname in the field provided (a suggestion list will appear based on what you enter in this field), and skip to step 6. Or, click to choose from a searchable list of names.

**Select Person Window**

3. Type the last name (or partial last name) of the Study Team Member to be added.
4. Click the radio button next to the name of the Study Team Member to be added.
5. Click OK.

**Note:** Individuals are added to the Select Person list once they log into eResearch for the first time. If the person you are trying to add doesn’t appear in the list, click Create A New User Account in question 1.4.
Adding a Study Team Member

Step-by-Step Procedure

Study Team Detail Window

1. Click the appropriate radio button to:
   A.) Select the Study Team Member’s role

   **Note:** If the Study Team Member’s role is not listed, manually enter it in the If other, please specify field.

   B.) Choose whether the Study Team Member has rights to edit the study application

   C.) Choose whether the Study Team Member should be included on future correspondence related to the study application

2. Click OK to save and return to the Study Application, or click OK and Add Another to save and add another Team Member to the study.

Select Appointment

The Appointment Dept column of the Study Team Members table (question 1.3) displays the HR appointment for each person listed. The appointment information will automatically populate for study team members if they meet all of the following criteria:

- Have a U-M Affiliation (e.g., employee)
- Are not a student
- Have a single (1) appointment

The value listed in the Appointment Selection Complete? column tells you if the appointment selection for that study team member is complete and/or required. You must select an appointment for all study team members for whom a No value is listed before submitting the study application.

eResearch Study Application

8. Verify the value in the Appointment Selection Complete? column.

   Yes = an appointment has been automatically populated or selected.

   No = an appointment is required. You must select one before submitting the application.

   N/A = an appointment is either optional or not required.

   **Note:** For students who have an HR appointment on record, it is optional to select the appointment. For all others (e.g., Friends Account), it is not required.

9. Click the name of a study team member for whom an appointment must be selected.

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10. Click select Appointment in the Study Team Detail Edit window.

11. Click the radio button to indicate the appointment you’d like to select.

12. Click OK to return to the study application.

Note: The selected appointment appears in the Appointment Dept column and the value in the Appointment Selection Complete? column should be either Yes or N/A.