Accepting Your Role on the Study Team

Study team members, except Principal Investigators and those with an Administrative Staff role, must access eResearch Regulatory Management and accept their role before an application can be submitted. This process allows the individual to verify and accept their role on the study team and to maintain compliance with U-M Conflict of Interest policies.

**eResearch Home Workspace**

1. From the **Need to Accept Role** section of **My Inbox**, click the name of the application or amendment to access the Study Workspace.

**eResearch Study Workspace**

2. Click **Accept Role**.
Accept Role Window

3. Click **Add** to upload your CV, resume or biographical sketch, or click **Upload Revision** to upload a revised copy.

4. If you have more than one HR appointment, verify the **Appointment** associated with you for this study is correct.

**Notes:**
- If the appointment listed for you is incorrect, click **Update** and follow the directions in the window to select a different appointment (not shown).
- An appointment is not required if:
  - You are a student (non-employee)
  - You are a student and employee
  - You are not affiliated with U-M (Friends Account)

5. Complete the **Conflict of Interest** section.

6. Click the checkbox indicating acceptance of your role.

7. Click **OK**.