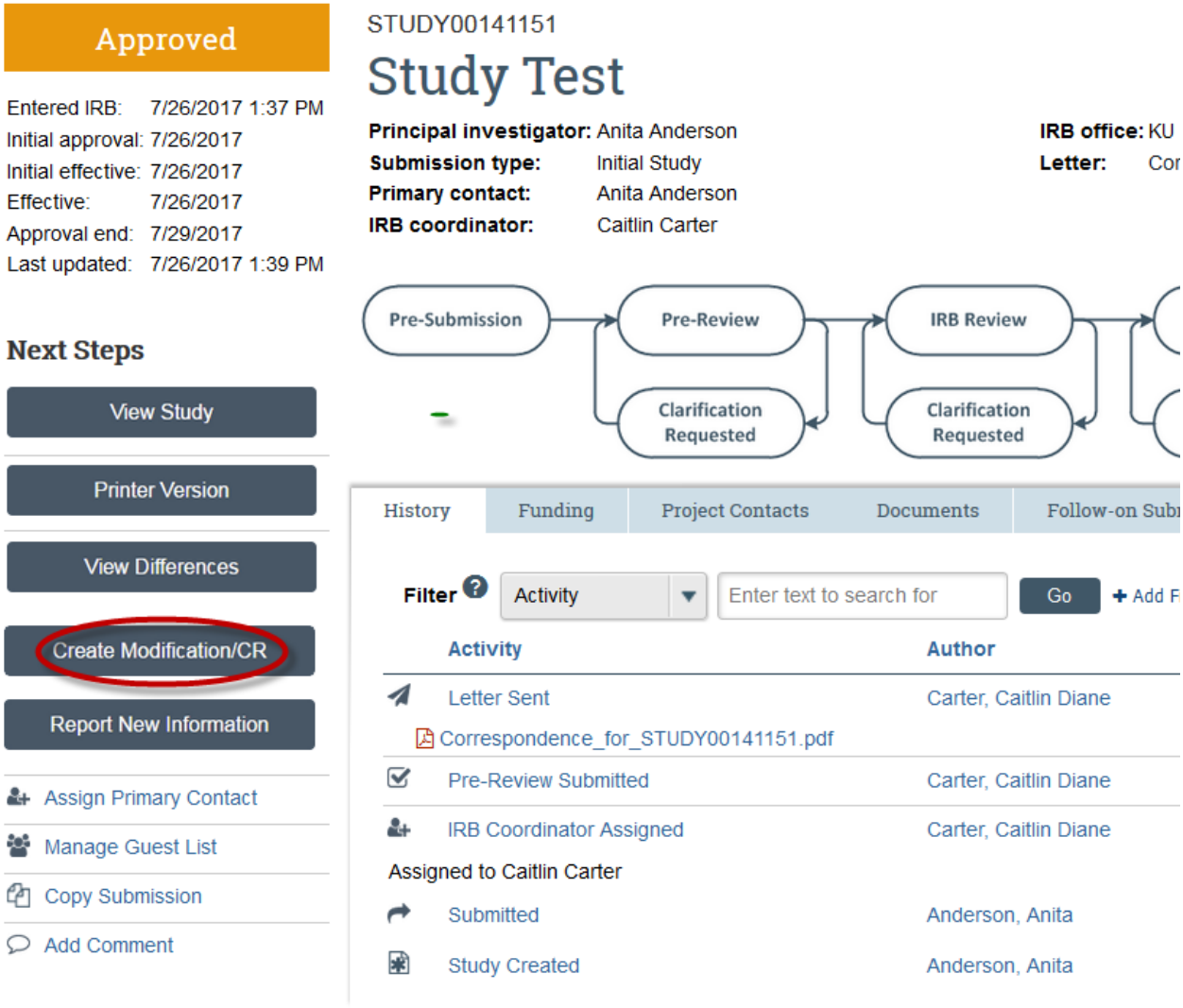
Changing the Study Principle Investigator in eCompliance

1. Log in to ecompliance.ku.edu. Click the **"IRB"** tab, then click the "Active" banner to and access your approved studies.

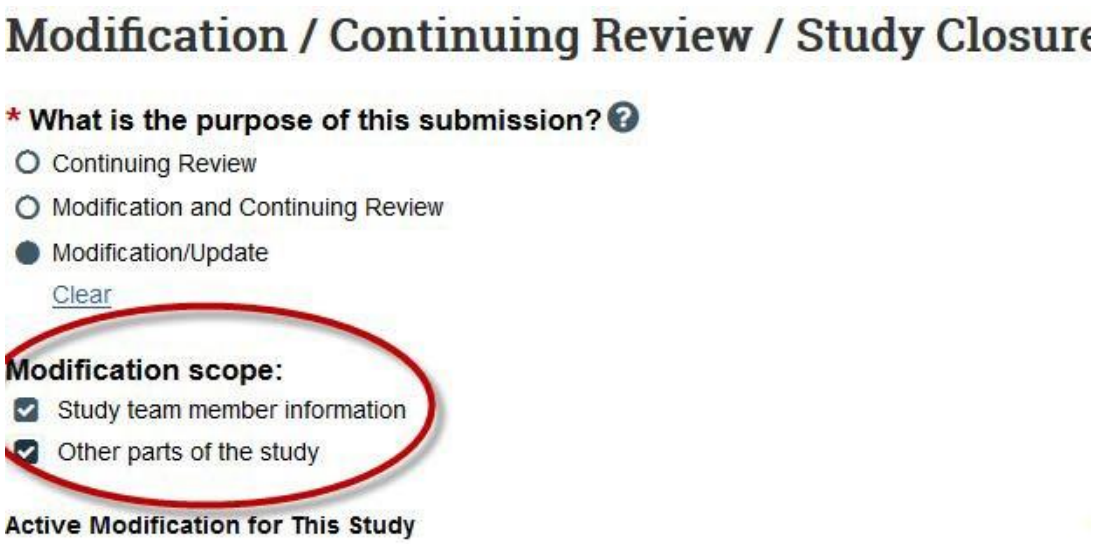
2. Click the "Create Modification/ CR" button.



3. Choose "Modification/Update" if you want to change some part(s) of your study.

You can select "Modification and Continuing Review" **only if you also need to renew your project for another 12 months (within 30 days of expiration).**

4. Next, select **both** "Study team member information" and "Other parts of the study" as the modification scope.

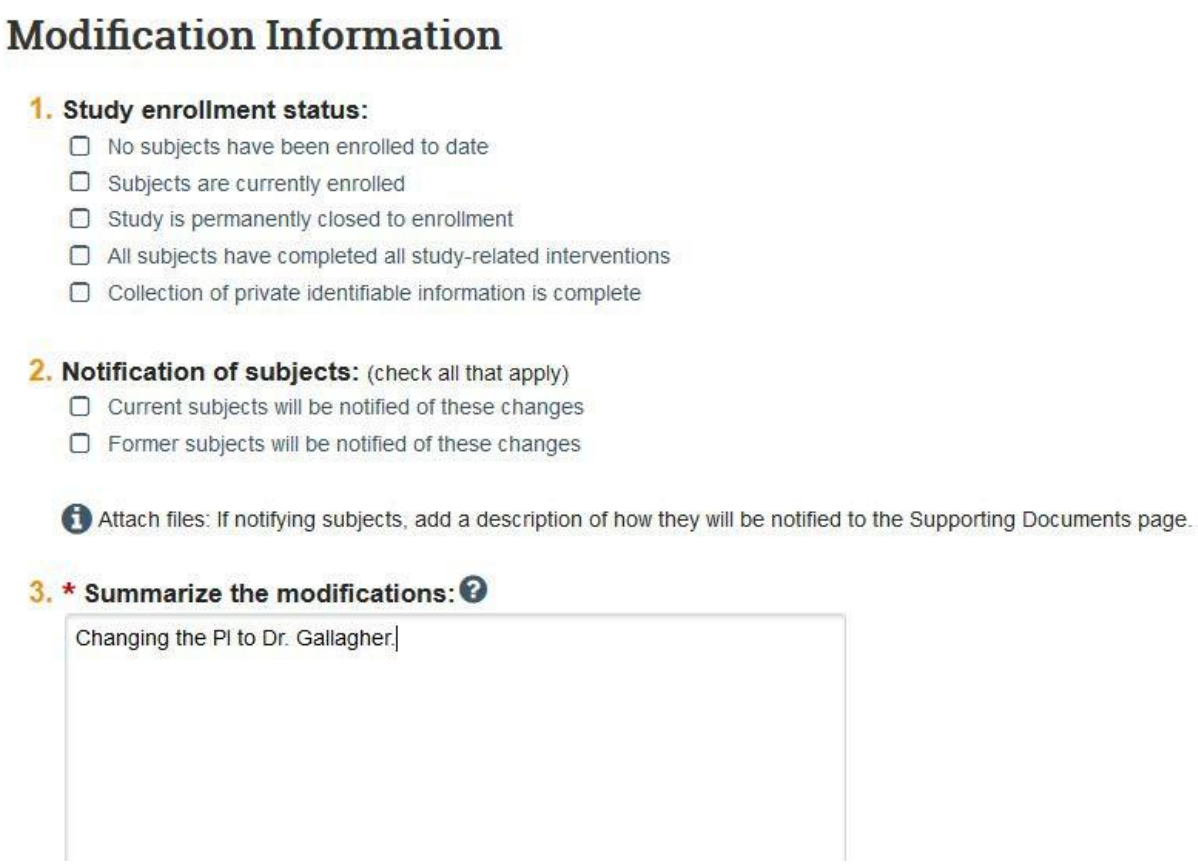


5. On the Modification Information page you can provide information about the changes you are requesting. Check all boxes that are relevant to your modification.

Use the "Summarize the modifications" section (required) to clearly describe the changes you are requesting.

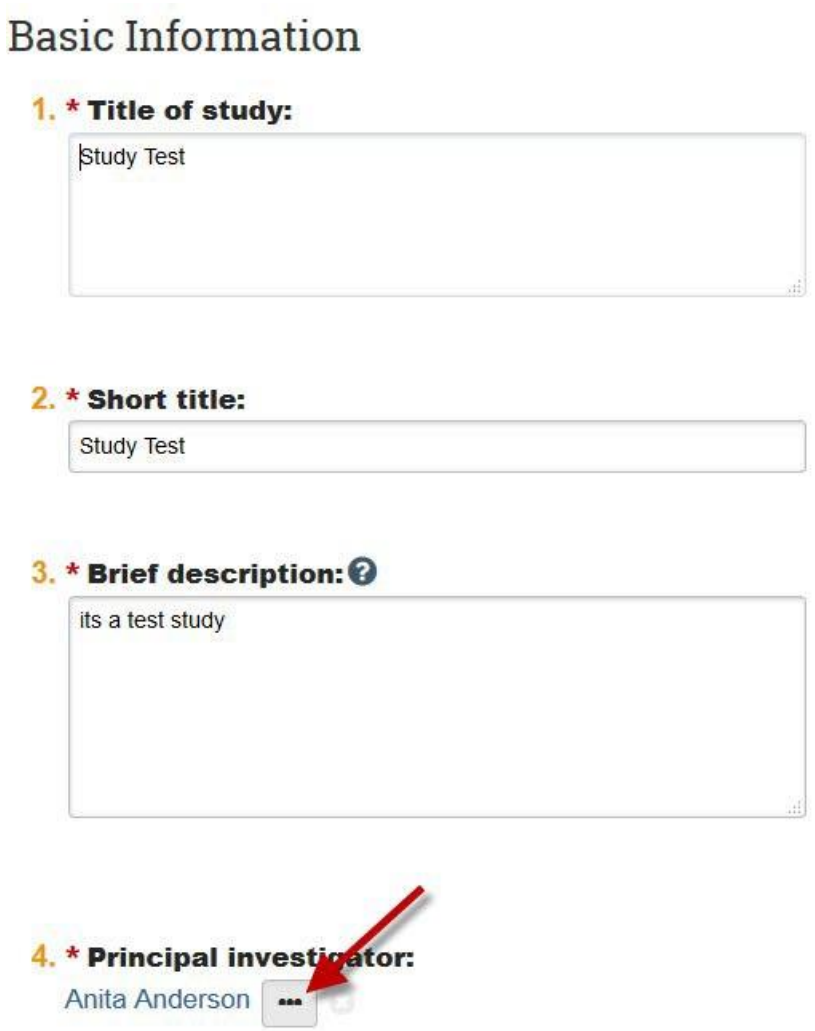
1. In lay terms, summarize the key changes being proposed.
2. Summarize the reason for the changes.
3. List the documents included in the submission.

It is also helpful to list who you are changing the PI to here.



6. On the Basic Information page you will be able to change the PI (Questions 4). Click the three dots to add a new PI.

Note: If the new PI is a current study team member, you may need remove the individual from the study team before they can be added as the Principal Investigator. See directions in Step 6.

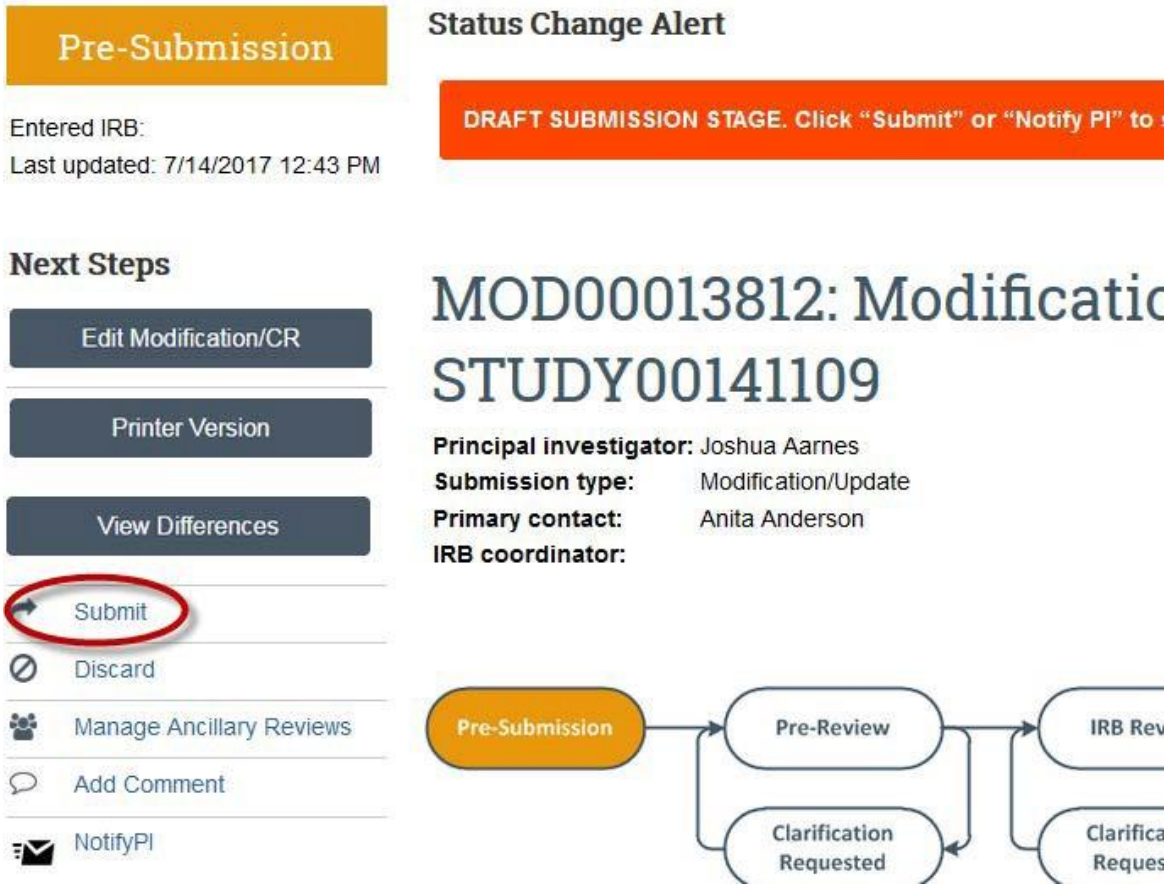


7. On the Study Team Members Page, edit the study team. If the individual who was previously listed as the PI is still engaged in the study, please remember to add their name to the study team, or they will no longer be listed on the study.

****NOTE: If you are using one of the current study team members as the new PI, remove that person from the study team, click "Save," then "Exit," then click "Edit Modification/CR" again and navigate to the Basic Information page (as shown in Step 5).**

8. Click "Finish" on the last page.

9. Be sure to click the “Submit” button so that your submission is sent to a reviewer.



Looking for something else? There is more information available on the HRPP website:

Quickstart

- ✓ Creating a Study
- ✓ Continuing Review
- ✓ Responding to Clarifications
- ✓ Closing a Study
- ✓ Accessing a Study
- ✓ Adding Funding
- ✓ Creating an External IRB Study
- ✓ Modification
- ✓ Study Team Modification

Guides

- ✓ Student Ancillary Review Guide
- ✓ Faculty Ancillary Review Guide