

# Changing the Study Principal Investigator in eCompliance

**STEP 1:** Log in to [ecompliance.ku.edu](http://ecompliance.ku.edu). Click the “IRB” tab and access your study.

**Step 2:** Click the “Create Modification/ CR” button.

Home IRB COI

IRB > IRB Submissions > staging test

Approved

**STU00000003: staging test**

Entered IRB: 6/24/2013  
Initial approval: 6/24/2013  
Effective: 7/5/2013  
Approval end: 7/17/2013  
Modified: 7/8/2013 12:03 AM

**Principal investigator:** Anita Anderson  
**Submission type:** Initial Study  
**Primary contact:** Nathan Ness  
**IRB coordinator:** George Garretson

**IRB office:** KUMC  
**Letter:** [Correspondence\\_for\\_STU00000003.pdf\(0.02\)](#)

Pre-Submission → IRB Pre-Review → IRB Review → Post Review → Review Complete  
Clarifications Requested (between IRB Pre-Review and IRB Review)  
Clarifications Requested (between IRB Review and Post Review)  
Modifications Required (between Post Review and Review Complete)

**My Current Actions**

- View Study
- Printer Version
- View Differences
- Create Modification / CR**
- Report New Information
- Assign Primary Contact
- Manage Guest List
- Copy Submission
- Add Comment

**History** Project Contacts Documents Follow-on Submissions Reviews Snapshots

Filter by Activity Go Clear Advanced

Activity	Author	Activity Date
Letter Sent	Blackwell, Karen Tiemann	7/5/2013 5:07 PM CDT
Correspondence_for_STU00000003.pdf		
Modification MOD00000012 closed (Approved)	Blackwell, Karen Tiemann	7/5/2013 5:03 PM CDT
Modification MOD00000007 closed (Approved)	Blackwell, Karen Tiemann	7/5/2013 3:33 PM CDT
Continuing Review CR00000003 Approved	Blackwell, Karen Tiemann	7/5/2013 3:27 PM CDT
Continuing Review: CR00000003		
Continuing Review Deadline Passed	Administrator	7/4/2013 12:00 AM CDT

**Step 2:** Choose “Modification” 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).

## Modification / Continuing Review / Study Closure

\* What is the purpose of this submission? 

- Continuing Review
  - Modification
  - Modification and Continuing Review
- [Clear](#)

**Step 3:** Next, select **both** “Study team member information” and “Other parts of the study” as the modification scope.

## Modification / Continuing Review / Study Closure

\* What is the purpose of this submission? 

- Continuing Review
  - Modification
  - Modification and Continuing Review
- [Clear](#)

**Modification scope:**

- Study team member information
- Other parts of the study

Active Modification for This Study

Modification Type

**Step 4:** 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.

## Modification Information

### 1. Study enrollment status:

- No subjects have been enrolled to date
- Subjects are currently enrolled
- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete

### 2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

**Attach files:** If notifying subjects, add a description of how they will be notified to the Supporting Documents page.

### 3. \* Summarize the modifications:

Changing the PI to Dr. Gallagher.

Changing the PI to Dr. Gallagher.

**Step 5:** On the Basic Information page you will be able to change the PI (Questions 4). Click clear and then type in the new PI's name.

**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.

## Basic Information

1. \* **Title of study:**

test1

2. \* **Short title:** 

Study Test 1

3. \* **Brief description:** 

test111

4. \* **Principal investigator:**

Anita Anderson

Select...

Clear



**Step 6:** 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.

**\*\*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).**

## Study Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: 

<input type="button" value="Add"/>					
Name	Roles	Financial Interest	Involved in Consent	E-mail	Phone
There are no items to display					

**Step 7:** Click “Finish” on the last page.

## Supporting Documents

Attach supporting files, naming them as you want them to appear in the approval letter:

<input type="button" value="Add"/>			
Document	Category	Date Modified	Document History
There are no items to display			

Suggested attachments:

- Completed checklist of meeting Department of Energy requirements, if applicable
- Other study-related documents not attached on previous forms

**Step 8:** Be sure to click the “Submit” button so that your submission is sent to a reviewer.

**Pre-Submission** **MOD00007021 : Modification #4 for Study STUDY00003032**

Entered IRB: **Investigator:** Anita Anderson **IRB:** KU Lawrence  
Approval: **Submission type:** Modification **Letter:** None  
Effective: **Primary contact:** Anita Anderson  
Modified: 8/25/2015 10:40 AM **IRB coordinator:**



- My Current Actions**
- Edit Modification / CR
  - Printer Version
  - View Differences
  - Submit**
  - Discard
  - Manage Ancillary Reviews
  - Add Comment

**History** Project Contacts Documents Related RNIs

Filter by    [Advanced](#)

No data to display.

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

### **Quickstart**

- ✓ Creating a Study
- ✓ Continuing Review
- ✓ Responding to Clarifications
- ✓ Closing a Study

### **Guides**

- ✓ [Student/Faculty Supervisor Submission Guide](#)
- ✓ [Study Submission Guide](#)

### **FAQs**

- ✓ [eCompliance FAQs](#)