

<b>Atlanta VA Staff Change to VA Research Projects</b>			
This form may be used to remove multiple persons <b>ONLY ONE PERSON CAN BE ADDED PER FORM</b>			
PI Name:			Date:
Project Title(s) (up to five projects)			
Personnel Name	Please use legal name:		
Action:	Add New Person	Remove Personnel	Role Change
Type of Project	Emory IRB SRS (lab work only)	VA cIRB R&D only	NCI cIRB IACUC (working w/ animals) (check all that apply)
Should new person receive VA Science Information Office correspondence and/or emails concerning this project?			<input type="checkbox"/> YES
<b>IRB approved (human research projects)</b>		IRB Number(s):	
<b>This form is only for VA staff changes on VA IRB projects. For "Emory only" staff changes please go to <a href="http://www.irb.emory.edu/eirb/staffrequest.php">http://www.irb.emory.edu/eirb/staffrequest.php</a>.</b>			
<b>PLEASE NOTE:</b> Working on an IRB approved project will require: 1) appropriate CITI & TMS training; 2) completion of HSO training (if applicable); and 3) completion of any applicable Emory training. All credentialing requirements ( <a href="#">training requirements</a> ) must be met <b>before</b> the individual will be added to the project and allowed to work on the project.			
When adding personnel, what will be their role (or changing role of existing person):			
<input type="checkbox"/>	Co-Investigator	Requires Emory NET ID:	
<input type="checkbox"/>	Coordinator (receives correspondence) Requires Emory NET ID:		
<input type="checkbox"/>	Research Nurse		
<input type="checkbox"/>	Research Fellow		
<input type="checkbox"/>	Data Analysis only (using PHI)		
<input type="checkbox"/>	Data Analysis only (no PHI)		
<input type="checkbox"/>	Other Personnel, please list role:		
<b>*Project PI changes still require a IRB approved amendment</b>			
<b>IACUC Approved Projects</b>		IACUC protocol number(s):	
<b>PLEASE NOTE:</b> Working on an IACUC approved project will require: 1) CITI training for "Working with the IACUC" and other species specific training and 2) evidence of OHS enrollment/participation. All other credentialing requirements ( <a href="#">training requirements</a> ) must be met before the individual will be added to the project and allowed to work on the project.			
Will person being added work with animals:		<input type="checkbox"/> YES	<input type="checkbox"/> NO

**PI signs digitally and Emails completed form to [staffchange@atlaref.org](mailto:staffchange@atlaref.org)**

This person will be performing the following work with animals (check boxes below):		
Surgery	<input type="checkbox"/> YES	Will require completion of surgical assurance form. Contact Sandra Meyer in the VMU
Euthanasia	<input type="checkbox"/> YES	In box below, list training & experience with this procedure
<b>SRS only projects</b>		
<p><b>NOTE:</b> Working on a SRS approved project will require: 1) Completion of on-line Risk Assessment. All other credentialing requirements (<a href="#">training requirements</a>) must be met <b>before</b> the individual will be added to the project and allowed to work on the project.</p>		
<b>R&amp;D only projects</b>		
<p><b>NOTE:</b> Working on a R&amp;D only approved project will require completion of all credentialing/ training requirements <b>before</b> the individual will be added to the project and allowed to work on the project.</p>		
Use this Text Box for any additional information needed to process this form:		
<p>As PI of the named projects above, I certify that the project(s) have been reviewed &amp; discussed with the new personnel named above. After reviewing the individual's education, training, experience, qualifications, and individual skills, I certify that the individual possesses the skills to safely perform the procedures needed for this project. Please digitally sign the form below and email to <a href="mailto:staffchange@atlaref.org">staffchange@atlaref.org</a>.</p>		
<b>PI SIGNATURE</b>		
<p><b>Please email the completed form to <a href="mailto:staffchange@atlaref.org">staffchange@atlaref.org</a>. The PI &amp; staff member will be notified once they have been added to the SIO database and are allowed to start work on the project.</b></p>		
<b>WOC Coordinator Signoff</b>		
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