Please complete form online and email back to staffchange@faver.foundation

Atlanta VA Staff Change to VA Research Projects

This form may be used to **remove** multiple persons
ONLY ONE PERSON CAN BE ADDED PER FORM

PI Name:		Date:	
Project Title(s) (list all projects for additions or removal)			
Personnel Name **Please use legal name:**			
Action:	☐ Add New Person ☐ Remove Personnel ☐ Role Change		
Type of Project	☐ Emory IRB ☐ VA cIRB ☐ NCI cIRB ☐ IACUC (working w/ animals) ☐ SRS (lab work only) ☐ R&D only (**check all boxes that apply**)		
Should new person receive VA Science Information Office correspondence and/or emails concerning this project?	☐ YES		

IRB approved (human research projects)	IRB Number(s):	

This form is only for VA staff changes on VA IRB projects. For "Emory only" staff changes please go to http://www.irb.emory.edu/eirb/staffrequest.php.

PLEASE NOTE: 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 (training requirements) must be met **before** 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):

☐	Co-Investigator	Requires Emory NET ID:
☐	Coordinator (receives correspondence)	Requires Emory NET ID:
☐	Research Nurse	
☐	Research Fellow	
☐	Data Analysis only (using PHI)	
☐	Data Analysis only (no PHI)	
☐	Other Personnel, please list role:	
	*Project PI changes still require a IRB approved amendment	
☐	**CHECK** this box if this person will be transporting VASI outside of the VA environment. Ex. to/from Emory or subjects home (requires completion/approval of on-line AUT application)	

SRS only projects

NOTE: Working on a SRS approved project will require: 1) Completion of on-line Risk Assessment. All other credentialing requirements (training requirements) must be met **before** the individual will be added to the project and allowed to work on the project.

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IACUC Approved Projects	IACUC protocol number(s):	

PLEASE NOTE: 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 (training requirements) 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:	☐ YES	☐ NO

This person will be performing the following work with animals (check boxes below):

Surgery	☐ YES	Will require completion of surgical assurance form. Contact Sandra Meyer in the VMU
Euthanasia	☐ YES	**In box below**, list training & experience with the euthanasia procedure

R&D only projects

NOTE: Working on a R&D only approved project will require completion of all credentialing/ training requirements **before** the individual will be added to the project and allowed to work on the project.

Use this Text Box for any additional information needed to process this form:

As PI of the named projects above, I certify that the project(s) have been reviewed & 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.

PI SIGNATURE	

Please email the completed form to staffchange@faver.foundation. The PI & staff member will be notified once they have been added to the SIO database and are allowed to start work on the project.

Credentialing Office Signoff	