

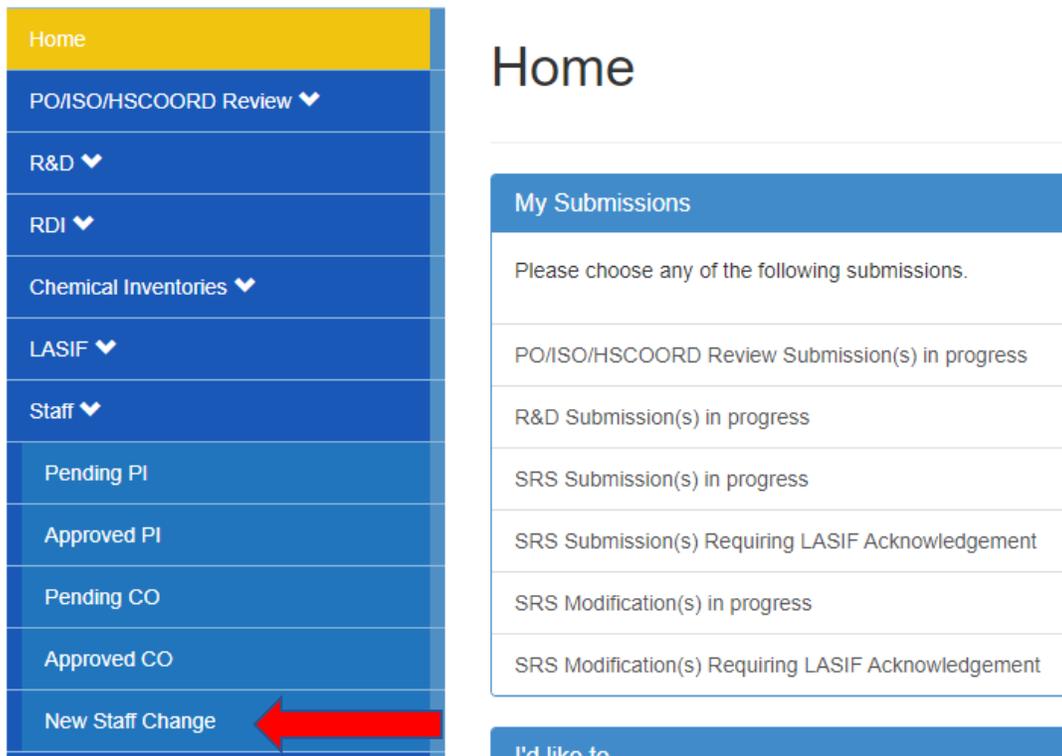
How to Enter a Staff Change Request in eRRRP

Version 1.0

1. Log in to eRRRP from the VA server <https://vaww.gateway.research.va.gov/errrp/> using your AREFOnline/eRRRP login credentials.



2. In the blue left-hand menus, scroll down to the **Staff** menu and select **New Staff Change**



3. Choose PI and staff from the drop-down menus available and type project titles into the text box. If you don't see the PI or staff you need in either drop-down follow these trouble shooting steps:
 - i. Check with staff to be sure that they have completed all required research credentialing elements
 - ii. Verify that their AREF account is active by asking them to log in to www.atlaref.org
 - iii. Email WOCCoordinator@faver.foundation for account reactivation and other general troubleshooting

Staff Change Information:

PI / Project Information

Principal Investigator: 

SELECT ▼

Project Title(s) (list all projects for additions or removal): 

Staff:

--- SELECT --- ▼ Add 

4. Select the type of change(s) to be made (Add, Remove, or Role Change) and the type of projects that the changes are being made to. **Please select all that apply.** Note: you can only add 1 person per form.

Action:

Add New Person

Remove Staff

Role Change

Type of Project (check all that apply):

Emory IRB

VA cIRB 

NCI cIRB

IACUC (working with animals) This option requires SRS to be checked.

SRS (lab work only)

R&D only

*For Commercial or other IRB studies that are not listed, choose VA cIRB for the time being. An update will be rolled shortly to accommodate these studies!

- If the project is a human research or animal project, fill out the corresponding IRB and/or IACUC Information sections.

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:

- appropriate CITI & TMS training
- completion of HSO training (if applicable)
- 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 staff, what will be their role (or changing role of existing person):

<input checked="" type="checkbox"/> Co-Investigator	Requires Emory NET ID: <input type="text"/>
<input type="checkbox"/> Coordinator (receives correspondence)	Requires Emory NET ID: <input type="text"/>
<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 Staff	Please list role: <input type="text"/>

* 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)

*If you are adding a Co-I or Coordinator to a study using an IRB other than Emory, enter N/A in the Emory Net ID box. A system update is coming soon to remove the requirement for non-Emory IRB studies.



- If you are adding/removing multiple staff on multiple projects, make sure to add details about the changes in the Additional Information section to ensure proper processing.

Additional Information / Signature

Any additional information needed to process this form:

For example: Add John Doe to *XYZ Trial* and Remove Jane Doe from *ABC Review*

- If you are a PI entering the staff change request, type your name in the PI signature box and then press submit, coordinators will just press submit.

PI Signature (Please type your name):

Mary Medbery

Part 2: PI Approval of Staff Change Requested by Coordinator or Research Office

- If a staff change request was entered by someone other than the PI on the PI's behalf, the PI must log in to eRRRP to approve the request before it is submitted to the Research Office for processing. They will be notified to do this via this email notification:

errrp: Staff Change Notification - PI Approval

 errrp.donotreply@faver.foundation
To  Medbery, Mary

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some

A staff change has been submitted by the following user:

Requestor	Derek Key
PI	Mary Medbery
Project(s)	Example 3

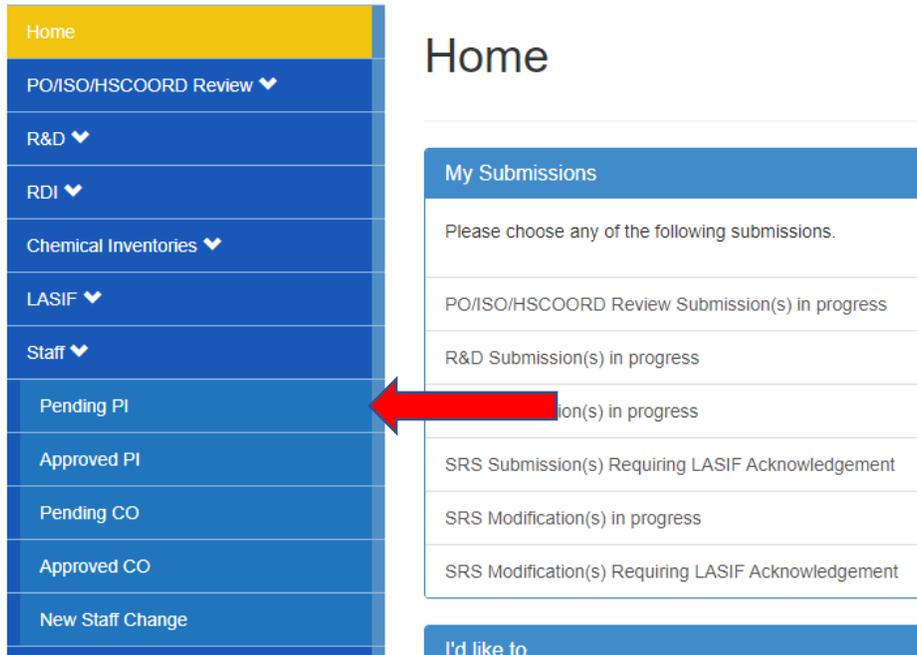
The staff change requires your PI approval. Please log in approve it.

staffChangeId: 32

- To approve the form, the PI must log in to eRRRP from the VA server <https://vaww.gateway.research.va.gov/errrp/> using your AREFOnline/eRRRP login credentials.



10. In the blue blue left-hand menus, scroll down to the **Staff** menu and select **Pending PI**



11. In the action column, press  to review the form and enter your signature.

Staff Changes:

SORTED: Created DESC

staffChangeId	PI	Requestor	Created	PI Approved	CO Approved	Action
32	Medbery, Mary	Key, Derek	01/15/2021	No	No	 

12. Scroll to the bottom of the form, check the “Yes” box, type your name in signature box and press Approve.

I approve this Staff Change form

Yes

PI Signature (Please type your name):

Date: 01/15/2021



Part 3: Research Office Review and Approval of Staff Change Forms

13. Once a Staff Change form has been submitted and signed by the PI, it can be viewed in the Pending CO (CO = Credentialing Officer) menu under the Staff heading.

Staff Change - Pending CO Approval

Staff Changes:

SORTED: Created DESC

staffChangeId	PI	Requestor	Created	PI Approved	CO Approved	Action
31	Medbery, Mary	Medbery, Mary	01/15/2021	01/15/2021	No	View

14. If the Credentialing Officer has to make edits or corrections to the submitted form, it will return to the Pending PI section for verification. In this instance, **the PI will repeat steps 8-12 in Part 2.**

15. If no edits are required, the Credentialing Officer will approve the form and the PI and study staff will be notified that the staff have been added/removed via the following email:

errrp: Staff Change Notification - CO Approved

errrp.donotreply@faver.foundation
To: Medbery, Mary; Key, Derek; Medbery, Mary
Fri 1/15/2021 1:24 PM

You forwarded this message on 1/15/2021 1:26 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A staff change has been **approved by the CO** for the following user:

Requestor	Derek Key
PI	Mary Medbery
Project(s)	Example 3

This person has completed all credentialing requirements and may now begin work on the listed stud(ies) provided that they have received ACOS approval.

Please note, this person was designated on the submitted staff change form as transporting VA sensitive information (VASI) outside of the VA environment. However, s/he is not approved to do so until s/he has completed the on-line Authority to Transport (AUT) application via the LEAF system and it has been signed by the Medical Center Director (MCD). Instructions for completing the AUT application can be found here: https://www.atlanta.va.gov/Docs/LEAF_AUT_Instructions_document.docx.

The Emory IRB Liaison has been notified of this change and will make this change to your study in eIRB. Please note, you will need to log in to eIRB to approve the change there.

staffChangeId: 32

Thank you,

FAVER Online Development

**This section will only be included if you check that the staff member will be transporting VASI in the IRB section for a staff addition.*

**For Emory IRB changes, the Emory IRB Liaison will prepare the amendment for your studies in eIRB.*