FAU IRB NOVELUTION
Changing the PI

If the PI is going to become someone already listed on the Research Team, follow Steps 1-6

If the PI is not currently listed on the Research Team, skip to Step 3

1. Make a note of the edit permission and responsibilities each person has listed in their researcher details

   - In the example below, PI Paula will need to be the new PI. Her current responsibilities are to Consent Subjects.
   - The existing PI, Jane Smith has Other as her current responsibilities.

Research Team

The following table lists all personnel that are directly involved in this protocol

+ Add Researcher

collapse rows - | expand rows +

Role	Name	Lead Unit/Department	Business Title	Contact details	Edit Permission	Responsibilities	CITI Training	Action
+ PD/PI	Jane Smith	Division of Student Affairs	Professor	👁	YES	Other	Not required	✏
+ Co-PD/PI	PI Paula	COM: Research Vascular Biology	Professor	👁	YES	Consent Subjects	Not required	✏ 🗑
+ Co-PD/PI	Student Sam	COS: Psychology	Student	👁	YES	Recruit Subjects	Not required	✏ 🗑

2. Delete the new PI from the Research Team using the red trash bin icon at the end of their row

   - Only a third party can change two PI's on the research team, in this example Student Sam can make these changes

3. Use the pencil icon to click into the existing PI's row

4. In the Researcher field, click the name of the existing PI and start typing the name of the new PI then select their name from the drop down

5. Edit the responsibilities for the new PI and click to save

6. Click the Add Researcher button to add the existing PI as a new Research Team member

The new PI is now reflected on the project details up at the top and in the Research Team panel