

## External Research Personnel and Institutions

IRBIS has been updated to better classify research personnel external to UNC. This will impact a number of different scenarios. Examples include:

- studies where external staff are assisting with UNC research (reliance agreements)
- staff that were previously active at UNC, but have since moved to another institution and are still participating in the research in some capacity – either with their new institution or as an Independent Investigator

	If your IRB applications include only research personnel from UNC Chapel Hill or UNC Network and Affiliates, no change will be needed.
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UNC and its Affiliates are listed at the first table, followed by a second table noting External Institutions. Example:

Last Name	First Name	Department Name	Role		
University of North Carolina at Chapel Hill (UNC-CH)					
Cowan	Laura	Office of Human Research Ethics	Principal Investigator	<a href="#">edit</a>	<a href="#">remove</a>
Maye	Luke	Athletics Basketball Office	Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
High Point Regional					
Williams	Alicia	UNC Hospitals - HighPoint	Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Clark	Anita	UNC Hospitals - HighPoint	Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
External Institutions					
Last Name	First Name	Department Name	Role		
Davidson College					
Curry	Steph		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Curry	Seth		Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Duke University					
K	Coach	Basketball Ops	External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Laettner	Christian		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
North Carolina State University (NCSU)					
Whittenburg	Dereck		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Tucker	PJ		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>
Smith	Dennis		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>
Wake Forest University					
Paul	Christopher		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Duncan	Timothy	Basketball Operations	Study Coordinator	<a href="#">edit</a>	<a href="#">remove</a>
Independent Investigators					
James	Lebron		Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Thomson	Klay		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>

## Initial Applications – link research personnel to institution (UNC + External + Independent)

When completing an IRB initial application, each person listed on your IRB application is required to be linked to an institution or identified as an [Independent Investigator](#).

From the General Information section > 2. Project Personnel page, click  [Click here to add personnel](#)

Next, click  next to the Last Name field. This will open the Personnel Search window.

If the person you are adding to your project is associated with UNC or their affiliates, you must locate them using this search. They will automatically be associated with the UNC entity they are assigned to.

If the person you are adding is not actively affiliated with UNC, click [NON UNC-CH Personnel](#) at the bottom of the screen. In this External Personnel Listing form, please enter the required information. In the External Institution field, click  to search for the appropriate institution for the external personnel. Please use the search to select the appropriate external institution from the list.

### Adding additional staff – quick list of relevant institutions

Once you have added a research team member from an external institution, the list of institutions will pre-populate at the top of the search screen to save you from searching again.

**External Institution Listing** (choose the external institution by clicking the name)

Existing External Institution

- [Davidson College](#)
- [Duke University](#)
- [North Carolina State University \(NCSU\)](#)
- [Wake Forest University](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [All](#)

20950 [A and E Products](#)

5858 [A and L Analytical Laboratories](#)

20659 [A Better Image Printing](#)

### Adding new institutions – with caution

In the event you are unable to find the appropriate external institutions on the list, there is an option to click [External Institution Not Listed](#) at the bottom of the screen. Please use caution when exercising this option as it is subject to additional review.

24728 [Azco Biotech, a GDS Company](#)

7444 [AZDEL Composite and Material Solutions](#)

26372 [AZOMITE Mineral Products, Inc.](#)

[External Institution Not Listed](#) [Close Window](#)

### Adding Independent Investigators – not affiliated with an institution

In the event that a research team member is participating in the research study in an unaffiliated capacity (not affiliated with an External Institution), you can check the box,  Click here to make this an [Independent Investigator](#). This will populate the External Institution to be displayed as 'Independent Investigators'.

**Personnel Listing** (fill out the form below)

Last Name \*

First Name

Address

Phone \*

Email \*

Department Name

External Institution \*

Click here to make this an Independent Investigator.

**ATTENTION:** The department named above for the PI or Faculty Advisor will receive this submission for approval. If the department above DOES NOT represent the primary academic (faculty and student) administrative (not HR) department of the individual named above, the correct

These researchers are grouped at the bottom of the External Institutions table:

External Institutions					
Last Name	First Name	Department Name	Role		
Davidson College					
Curry	Steph		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Curry	Seth		Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Duke University					
K	Coach	Basketball Ops	External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Laetner	Christian		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
North Carolina State University (NCSU)					
Whittenburg	Dereck		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Tucker	PJ		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>
Smith	Dennis		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>
Wake Forest University					
Paul	Christopher		External Site PI	<a href="#">edit</a>	<a href="#">remove</a>
Duncan	Timothy	Basketball Operations	Study Coordinator	<a href="#">edit</a>	<a href="#">remove</a>
Independent Investigators					
James	Lebron		Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Thomson	Klay		Regulatory Associate	<a href="#">edit</a>	<a href="#">remove</a>

**Post-Approval Submissions – link existing unaffiliated personnel to institution (UNC + External + Independent)**

For existing IRB applications, IRB applications are required to link all unaffiliated personnel in order to submit a post-approval submission for review. All personnel required to be categorized are listed under Undefined External Institution(s):

Camarena	Paul	Medicine-Infectious Diseases	Other	<a href="#">edit</a>	<a href="#">remove</a>
Roos	Alexandra	Medicine-Infectious Diseases	Research Assistant	<a href="#">edit</a>	<a href="#">remove</a>
Houghton	Odette	Ophthalmology - Carolina Crossing	Other	<a href="#">edit</a>	<a href="#">remove</a>
External Institutions					
Last Name	First Name	Department Name	Role		
Undefined External Institution(s)					
Hatcher	Jeffrey		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
Van Dam	Cornelius		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
Epperson	Kim		Study Coordinator	<a href="#">edit</a>	<a href="#">remove</a>
Comer	Robert		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>

In order to proceed with your submission, you will need to click edit for each, click External Institution \*  or assign them to be an [Independent Investigator](#).

Once you save the affiliation, they will be moved to the appropriate external institutional grouping, and that external institution will appear on the pre-populated quick list to save you the effort of searching again if additional researchers on the list are associated with that same external institution.

External Institutions					
Last Name	First Name	Department Name	Role		
Undefined External Institution(s)					
Van Dam	Cornelius		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
Epperson	Kim		Study Coordinator	<a href="#">edit</a>	<a href="#">remove</a>
Comer	Robert		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>
Cone Health System					
Hatcher	Jeffrey		Co-investigator	<a href="#">edit</a>	<a href="#">remove</a>

If you encounter a situation where a researcher is listed under the Undefined External Institutions grouping, but they have an active UNC affiliation, they have been added previously without using the UNC Personnel Search lookup directory.

This research team member is currently classified as external research personnel. In order to associate them with a UNC affiliated institution, they will need to be converted to internal. Please contact [irbis@unc.edu](mailto:irbis@unc.edu) if you need assistance.

OK

In order to fix this, these personnel should be removed from the IRB application and added back on using the UNC Personnel Search lookup directory. If assistance is needed, please contact [IRBIS@unc.edu](mailto:IRBIS@unc.edu).

### New Research Personnel Role: External Site PI

In order to better categorize research personnel at External Institutions, a new role of External Site PI is now available.

**Role \***

- Co-investigator
- Faculty Advisor
- Project Manager or Study Coordinator
- Research Assistant
- Regulatory Associate
- External Site PI
- Other (Read Only Access)

If other, please describe

One External Site PI is able to be assigned for each External Institution participating in the research study.

External Institutions				
Last Name	First Name	Department Name	Role	
Davidson College				
Curry	Steph		External Site PI	<a href="#">edit</a> <a href="#">remove</a>
Curry	Seth		Research Assistant	<a href="#">edit</a> <a href="#">remove</a>
Duke University				
K	Coach	Basketball Ops	External Site PI	<a href="#">edit</a> <a href="#">remove</a>
Laettner	Christian		Co-investigator	<a href="#">edit</a> <a href="#">remove</a>
North Carolina State University (NCSU)				
Whittenburg	Dereck		External Site PI	<a href="#">edit</a> <a href="#">remove</a>
Tucker	PJ		Regulatory Associate	<a href="#">edit</a> <a href="#">remove</a>
Smith	Dennis		Regulatory Associate	<a href="#">edit</a> <a href="#">remove</a>
Wake Forest University				
Paul	Christopher		External Site PI	<a href="#">edit</a> <a href="#">remove</a>
Duncan	Timothy	Basketball Operations	Study Coordinator	<a href="#">edit</a> <a href="#">remove</a>
Independent Investigators				
James	Lebron		Research Assistant	<a href="#">edit</a> <a href="#">remove</a>
Thomson	Klay		Regulatory Associate	<a href="#">edit</a> <a href="#">remove</a>

## Updated view for training and institutions

In addition to the changes to the Project Personnel section, the Personnel tab on the Application status screen has also been updated to better reflect the reorganized personnel list:

Full Name	Role	Department Name	IRB Training	COI WebID	COI Number	Initial COI Disclosure	Potential Conflict	COI Review Process	COI Review Result
<b>University of North Carolina at Chapel Hill (UNC-CH)</b>									
Luke Maye	Co-investigator	Athletics Basketball Office	✗	196761	17-08512	✗		Unsubmitted	
Laura Cowan	Principal Investigator	Office of Human Research Ethics	✓	196760	17-08511	✗		Unsubmitted	
<b>High Point Regional UNC Health Care</b>									
Alicia Williams	Research Assistant	UNC Hospitals - HighPoint	✗				Responsibility of affiliate site (check Attachments for a current COI Validation Form)		
Anita Clark	Research Assistant	UNC Hospitals - HighPoint	✗				Responsibility of affiliate site (check Attachments for a current COI Validation Form)		
<b>External Institutions</b>									
<b>Davidson College</b>									
Steph Curry	External Site PI		✗	196764	17-08515	✗		Unsubmitted	
Seth Curry	Research Assistant		✗		n/a	n/a	n/a		n/a
<b>Duke University</b>									
Christian Laettner	Co-investigator		✗	196766	17-08517	✗		Unsubmitted	
Coach K	External Site PI	Basketball Ops	✗	196763	17-08514	✗		Unsubmitted	
<b>North Carolina State University (NCSU)</b>									
Dereck Whittenburg	External Site PI		✗	196765	17-08516	✗		Unsubmitted	
PJ Tucker	Regulatory Associate		✗		n/a	n/a	n/a		n/a
Dennis Smith	Regulatory Associate		✗		n/a	n/a	n/a		n/a
<b>Wake Forest University</b>									
Christopher Paul	External Site PI		✗	196762	17-08513	✗		Unsubmitted	
Timothy Duncan	Study Coordinator	Basketball Operations	✗	196767	17-08518	✗		Unsubmitted	
<b>Independent Investigators</b>									
Klay Thompson	Regulatory Associate		✗		n/a	n/a	n/a		n/a
Lebron James	Research Assistant		✗		n/a	n/a	n/a		n/a

## Updated IRB Correspondence and COI Requirements

IRB Correspondence is required to be sent to the following roles:

- PI, Faculty Advisor and Co-Investigators, External Site PI, and all [Independent Investigators](#). The messages will be delivered regardless of the answer in the yes/no question below.
- All other research personnel can select whether or not IRB correspondence is needed at the bottom of the edit pop-up for each research team member.

Should this person be included on IRB correspondence? (PI, Faculty Advisor and Co-Investigators will always receive)

Yes  No

These changes will allow us to make additional refinements to the IRBIS system as we move forward.



If you have any questions or concerns. Please contact [IRBIS@unc.edu](mailto:IRBIS@unc.edu)