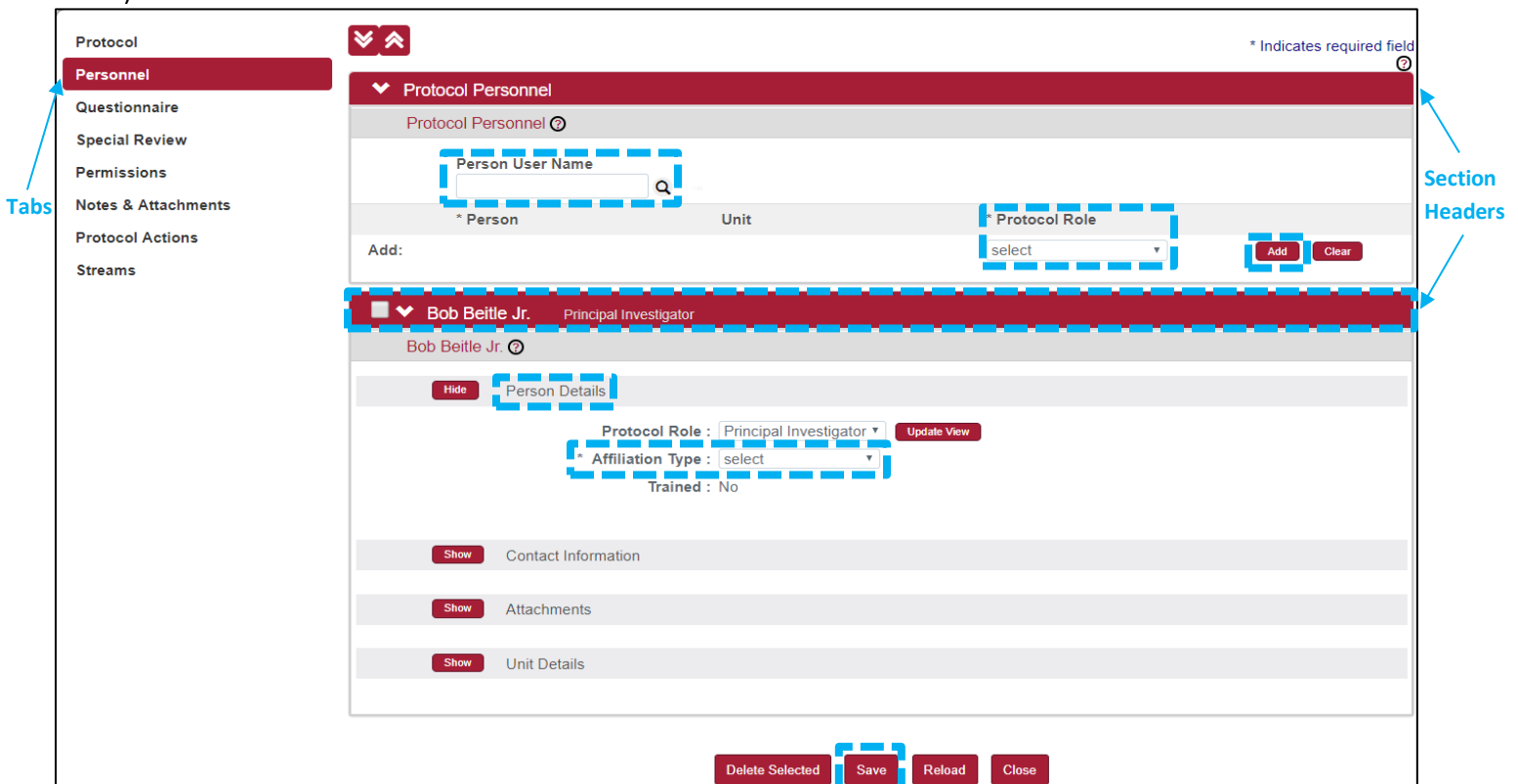# IRB: UPDATING THE PERSONNEL TAB

The Personnel Tab enables you to identify personnel working on this project, in addition to the Principal Invesitgator. Follow the steps below to enter the required information in the Personnel tab.

1) Click the **Personnel Tab**
   a. The Principal Investigator (PI) you selected from the Protocol tab will automatically be listed in this section.
2) Click the magnifying glass 🔍 next to **Person User Name** to look up additional employees that should be listed on this protocol. Examples: Co-Investigator, Data Integrity Manager or Study Personnel.
   a. To locate the person in this search, click the magnifying glass and in the email address field enter their **UADA, UALR,** or **UARK email address** (include: @uada.edu, @ualr.edu, or @uark.edu) and leave all other search fields blank. Click the **Search** button.
   b. Below the Search button, locate the person and click **Return Value**.
   c. Select the appropriate **Protocol Role** from the drop-down box.
   d. Click the **Add** button [Add] to add this information to the protocol.
   e. Repeat these steps until all personnel are identified.

3) Click the **Section Header** to access **Person Details**
   a. Click the **Show** button [Show] next to **Person Details.**
   b. Select the appropriate **Affiliation Type** such as Faculty, Supervisor, etc.
   NOTE: If Student Investigator is chosen, a faculty MUST be added and given the Supervisor affiliation type.
   c. Repeat this step for each person listed on the protocol.
4) Under the **Section Header,** you can also access Contact Information and Unit Details associated with each person listed on the protocol. You also have the option to add Attachments at the Personnel level, if needed.
5) Click the **Save** button.