Changing the Primary Contact

The study's primary contact for receiving communications from the IRB can be changed at any time. It may help to provide a contact person in addition to the PI, so that more than one person is receiving and checking the email notifications. It is important to note that studies managed by the Research Institute will have the RI Regulatory staff member listed as the Primary Contact.

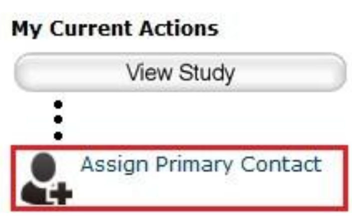
The primary contact can also edit the study just as a study team member can edit it.

Notes:

- To change the primary contact, you must be a member of the study team or the IRB coordinator assigned to the study.
- By default, the person who created the study in the system is the primary contact.
- The PI and any PI proxy continue to receive notifications regardless of the primary contact assignment.
- Modifications or continuing reviews have the same primary contact as the initial study. To change the primary contact on these submissions, do so in the initial study.

To change the primary contact:

1. Open the study by clicking the study's name.
2. Click **Assign Primary Contact** from the My Current Actions list in the left panel. A new window opens.
3. Click **Clear** to remove the current contact.
4. Begin typing the name of the new contact. A list of matching names appears.
5. Select the correct name using the mouse or down arrow key.
6. Click **OK**.



Note: If the primary contact is also engaged in the research, make sure the list of team members within the study includes the person.