

Personnel Change Request Overview

What is a Personnel Change Request?

A *Personnel Change Request (PCR)* is a new sub-project available on approved IRB Studies that provides a simplified process for study teams to change non-PI personnel. This new application uses a streamlined form and review process providing an opportunity for faster IRB approval.

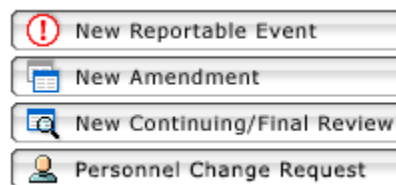
PCRs vs. Amendments

A PCR should be used if the only changes are the addition or removal of non-PI study team members. PCRs share many of the same activities and functionality of amendments, but there are important differences.

- A PCR *can* be created while a Continuing Review is outstanding.
- PCRs have a much shorter form and review process. There are no requested revisions.
- PCRs do not receive a formal approval letter like other eIRB applications. Instead, an email is sent to the PI and Study Coordinator(s) documenting the approval.

Creating a PCR

To create a PCR, select the **Personnel Change Request** option on the Approved study's workspace.



A PCR cannot be created if:

- An Amendment or PCR is already outstanding
- The study indicates the VA as an affiliate site
- The study involves prisoners

PCR Submission

As you update your study team, the system will automatically generate a description of your changes to facilitate submission and review of your application.

Before a PCR can be submitted, all new team members must agree to participate and all study team members must have current human subjects education. Study teams use the same activities to complete this process as amendments: Notify Team Members to Agree to Participate, Agree to Participate and COI and Submit Amendment.

Review and Approval

Once submitted, the PCR moves from Pre Submission to Personnel Change Review. With the simplified form and automatically generated description, the IRB will be able to review and approve your PCR much faster than other applications.