INVESTIGATOR GUIDANCE
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 or Cancer Center will have the 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.
• By default, the person who created the study in the system is listed as the primary contact.
• The PI and any PI proxies receive notifications regardless of the primary contact assignment.
• Modifications or continuing reviews have the same primary contact as the main study. To change the primary contact on these submissions, please do so in the main study.

Next Steps

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 the X next to their name to remove the current contact.
4. Select the three dots to open the search window. 
5. In the search window, type in the Last name of the intended primary contact. You can also select Advanced and search by First and Last name.
6. Select the correct name and 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.