



Principal Investigator (PI) Change Instructions

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VA



U.S. Department of Veterans Affairs
Veterans Health Administration



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Principal Investigator (PI) Change Instructions

This guide is designed to help study team members understand and navigate the process of changing the Principal Investigator (PI) on a project within VA's instance of IRBNet.

activities. The original PI's name will be archived with the project. However, if an original PI leaves and a new PI is established, new packages will need to have the name of the new PI associated with the project.

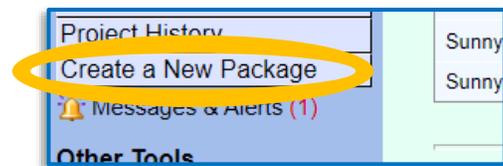
VA users accessing IRBNet (gov.irbnet.org) have several capabilities, such as creating a new project and adding documents and packages to projects. Once a project has been approved and reviewed, it becomes a permanent record of the study file and the regulatory committee's

We advise study teams to follow the instructions below as you navigate the process of changing the PI's name on a project. Remember, the regulatory committee with oversight of that project must approve the amendment to change the PI first.

Step #1: Create a New Package within Your Project

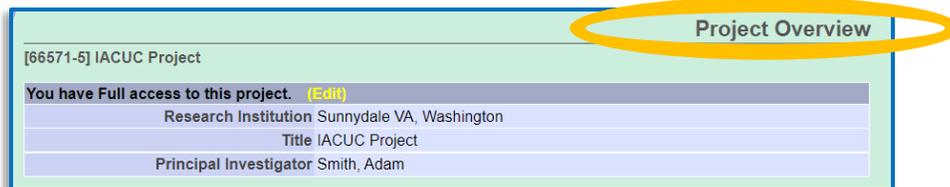
Once you access the desired project, create a new package within the project by clicking **"Create a New Package."**

This button can be found on the left side of your screen at the bottom of the Project Administration section.



Step # 2: Access Project Overview Page

Click the **"Project Overview"** button (located on the sidebar to the left of the screen) once a new package has been created.



Then, select the **"Edit"** link highlighted in yellow font.



Step #3: Update the PI's Name in the New Package

Update the PI's name in the designated fields, click **"Save"** and continue building the submission package.

The newly created package - and all future packages - will have the new PI's name appear in the Principal Investigator field.

