

## IRB Guest List

### What is the guest list?

- The guest list can be used to grant users view-only access an IRB submission in the RAP. Individuals on the guest list cannot make any changes to the IRB submission (unless they are also on the study team). Individuals on the guest list cannot be engaged in any human subjects research activities (e.g., consenting, data collection, interactions/interventions, use of identifiable private information) unless they are also an approved study team member.

### Who can manage the guest list?

- Any approved member of the study team can manage and change the guest list on a study. IRB staff who are assigned as the IRB coordinator for a project can also manage the guest list.

### Who can be added to the guest list?

- Any individual who has a current Duck ID. They do not need to be part of the study team. Individuals external to the UO may be able to be added to the guest list but they won't have login credentials to view the study unless they have a Duck ID.

### Do I need to submit something to the IRB to add someone to my guest list?

- No, it doesn't require a modification or any formal submission. Someone can be added to the guest list at any point once a project is created in the RAP by following the steps below.

### How do I add someone to the guest list?

- Log in to the RAP and find the study for which you want to edit the guest list.
- Make sure you are on the main study page and not a follow-on (i.e., not a MOD, CR, MODCR or RNI). The main study number will either begin with "STUDY" and then have eight numbers (e.g., STUDY00000000) or it will be an eight-digit number with a decimal point and then three more numbers (e.g., 00000000.000).
- Click "Manage Guest List" on the left side of the page

 [Manage Guest List](#)

- Add the individual you want in the guest list to the field titled "Gues list for allowing additional people to view the submission:" by typing in their name. You can type in just their first name, just their last name or just their email address and the list will populate the rest.

**Manage Guest List**

The following people can view the details of this submission without being on the guest list:

**Principal investigator:**  
Jane Researcher

**Primary contact:**  
Jane Researcher

**Study team members:**  
There are no items to display

**Ancillary reviewers for organizations:**  
There are no items to display

**Guest list for allowing additional people to view the submission:**

First Name	Last Name	Employer	Title
There are no items to display			

- After you select someone, they will appear below the entry field (see example below).

**Guest list for allowing additional people to view the submission:**

First Name	Last Name	Employer	Title	
Kayla	Champaigne	University of Oregon	Asst Dir Rsch Compliance Svcs	<input type="checkbox"/>
Lizzy	Utterback	University of Oregon	Research Compliance Admin 2	<input type="checkbox"/>

- After you have added everyone you want to the guest list, click OK.