Study Team Members – Quick Reference

Enter information for UO affiliated team members and team members with no institutional affiliation working under the direct supervision of the PI through and Individual Authorization Agreement (IIA).

1. *Add all other UO study team members below.* Add UO affiliated study team members engaged in human subjects research (HSR).

   - To be considered engaged in HSR, an individual must interact with participants and/or identifiable participant information/data for research purposes.
   - Do not add the principal investigator in this section.
   - For [student led research](#) (including postdocs working under the supervision of a faculty member), a faculty advisor must be listed in this section.
   - Do not add the study's [primary contact](#) person for IRB communications here unless the person is also engaged in HSR. The person who creates the study in the IRB system is assigned as the primary contact by default and can be changed later.
   - A research personnel form is **not** needed for individuals listed in this section.
   - Current CITI training for individuals affiliated with the University of Oregon will show up in the submission for each person listed here so long as the CITI profile information is an exact match to what is listed in the RAP. For more information, see our [website](#).
   - If you have difficulty finding a person in the list, contact [Research Compliance Services](#) for assistance.

2. *External team member information.* External research team members with no institutional affiliation and who are working under the direct direction and supervision of UO investigators(s) through an Individual Investigator Agreement (IIA).

   - Attach the [external research personne](#)l form.
   - Attach the [Individual Investigator Agreement (IIA](#)). IIA's are signed by the external investigator.
   - Attach relevant training certificates (e.g., CITI certification)
   - If a conflict exists, attach the [Human Subjects Conflict of Interest](#) form.

   Important!
   - Only include information about team members under the direct supervision of UO investigators through an IIA. For research with external institutional collaborations (e.g., Single IRB), the sites involved in the study will add their own information about local study team members.
   - Do not attach information about team members you were able to select in the previous question. For people listed in the system, the information should be added to their profiles in the system instead. If you are unsure how to proceed, contact [Research Compliance Services](#) for assistance.