



Study Team Members – Quick Reference

Version: 8/31/2026

Purpose:

Use this quick reference to add study team members to a Research Administration Portal (RAP) submission. Study team members include individuals affiliated with the University of Oregon (UO), as well as those who are not affiliated with the UO and are not engaging in the research as agents or employees of an institution that has its own IRB.

Begin at '[Adding team members to an approved study](#)' for directions on how to create a modification. If you are adding study team members to a new study or if you have already created a modification to update study team member information, start at [Adding team members in the RAP](#).

Adding team members to an approved study:

Adding team members to an approved study requires a modification. Two types of modifications can be made to existing studies. These options are presented after clicking "Create Modification/CR" on an existing study and selecting Modification/Update or Modification and Continuing Review. You will need to select one or both, depending on the scope of your modification.

Study team member information:

This modification scope allows for adding or removing study team members. Changes to external study team member documents such as Individual Investigator Agreement (IIA) forms and External Research Personnel Form are permitted, but changes to other study documents (i.e., research plan, consent, etc.) are not permitted under this option.

Other parts of the study:

Select this modification scope if you need to change the study PI, update the research plan, consent form, or other study documents. View [Modify Study \(RAP Instructions\)](#) for modifications that involve changes to study documents which are not covered in this quick reference guide.

If you do not see one or both of these options, you likely already have a modification of that type in process. The active modifications will be listed as an "Active Modification For This Study."

Active Modification For This Study	Modification Type
Modification / Update #2 for Study	Study team member information

Adding team members in the RAP:

Two sections are presented in the Local Study Team Members area (screenshot 1). The first is for study team members affiliated with the UO, and the second is for external study team members. To add a study team



member, click “+Add” in the appropriate section to open a pop-up window where you can provide additional information and upload any relevant documents.

UO study team members:

All affiliated UO study team members engaged in human subjects research (HSR) must be added to the study team.

- 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.
- If a conflict of interest exists, upload a completed Human Subjects Conflict of Interest form within the team member’s entry. This form should be completed by every study team member, including the PI, but only needs to be uploaded if a conflict exists.
- 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.
- Current human subjects and good clinical practice (GCP) 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 (first name, last name, and email address) is an exact match to what is listed in the RAP. For more information, view the [Human Subjects Education Requirement website](#).
- If you have difficulty finding a person in the list, contact ResearchCompliance@uoregon.edu for assistance.

External team members:

External research team members with no institutional affiliation or are working on the study independent of any institutional affiliation and who are working under the direct direction and supervision of UO investigators(s) through an Individual Investigator Agreement (IIA) are added to this section. Rather than selecting their names from a drop-down list, you will upload several attachments:

- A completed external research personnel form that lists each external team member.



- An [Individual Investigator Agreement \(IIA\)](#) for each external team member. IIA's are signed by the external investigator with a wet signature when possible. These forms are not required for exempt studies.
- Relevant training certificates. At a minimum this should include a human subjects research training certificate (CITI).
- If a conflict of interest exists, upload a completed [Human Subjects Conflict of Interest](#) form for each individual with a conflict.
- Only include information about team members under the direct supervision of UO investigators through an IIA. If the external team members are working on this project as part of an institution that has their own IRB, a reliance agreement will likely be needed rather than adding them to the external team member information section. For more information view the [Collaborations and Reliance Arrangements webpage](#) or contact ResearchCompliance@uoregon.edu.
- Do not attach information about UO affiliated team members in this section. For UO team members, any relevant documents should be uploaded within their entry in the local study team members section. If you are unsure how to proceed, contact ResearchCompliance@uoregon.edu for assistance.

Updating approved local study team members:

If a study team member's role changes, or if supporting documents (such as a Human Subjects COI form) need to be added or removed, you can update the individual's entry in the Local Study Team Members section.

Begin at '[Adding team members to an approved study](#)' for directions on how to create a modification to study team member information. Locate the study team member who requires an update and click the update button next to their entry.

 Update	Jane Researcher	Research Assistant	no	yes	test@uoregon.edu	
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A slide out window will open where you can update information about their role and upload supporting attachments. After making the necessary changes, click ok in the bottom right corner to record the changes.