

How to Define the Research Team

1. Log in to PRISM (<https://irb.nyspi.org/prism>) using your IRB website username and password.
2. Select “My Studies” tab.

NEW YORK STATE PSYCHIATRIC INSTITUTE
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Marie Cu
[log]
Prism

Home My Studies [?] Forms [?]

Options

- [IRB Messages](#)
- [START A DRAFT PROTOCOL OR 5 YEAR CONTINUATION](#)
- [PRISM FAQs](#)

IRB Messages

There are no messages from the IRB at this time.

3. Search for the protocol where you need to add or change team members.
4. Click on the name of the protocol.

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Search 5570

Protocol #	Protocol Title	Expiration Date	PI	Protocol Manager
5570	Test Study	none	Curie, Marie	Drew Theodore Lipsky

5. Click “change personnel or modify title”

Home My Studies Forms

5570 close

Protocol Menu

View	Act
view protocol info	start a new amendment only
view related forms	start an annual continuation with or w/o an amendment
view most recent approved PSF	start a new IRB form
	change personnel or modify title

Expiration Date	PI	Protocol Manager
12/15/2011	Curie, Marie	Drew Theodore Lipsky
4/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	none

6. Add or change personnel from the dropdown list giving each one a specific role. To change the title of the protocol, scroll all the way to the bottom of the page and hit the ‘edit’ button.

Home My Studies Forms

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Add or Change Staff Members <<protocol menu

Role	Investigator	Edit	Delete
Principal Investigator	Marie Curie		
Co-Investigator	Thomas Edison		

Add Members:
 Personnel:
 Role:

Oversight

Role	Personnel	Edit	Delete
Faculty Sponsor	None		
Research Chief	Albert Einstein		

Add Oversight:
 Personnel:
 Role:

Alternate staff contacts

E-Mail Contact(s)

Change Study Title:
 Test Study
[\[edit\]](#)

Expiration Date	PI	Protocol Manager
12/15/2011	Curie, Marie	Drew Theodore Lipsky
4/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	none