



eProtocol Principal Investigator Assignment by Designated Personnel

This guidance tool is for study/regulatory personnel, administrative contacts, Co-investigators/Other Investigators that are completing an IRB eProtocol submission on behalf of a Principal Investigator. That individual is referenced as “designee” for this guidance tool.

- The profile for All Key Personnel in eProtocol is “Investigator”
- The designee that “creates” a protocol is automatically listed as the Principal Investigator
- The appropriate Principal Investigator must be assigned to the protocol before Key Personnel sign-offs, submission to Authorized Signatory (Dean/Chair), & submission to IRB is completed.

Assigning the PI

- Click on search icon for the Principal Investigator’s Role
- Indicate the PI’s WSU Access ID or Name
- Click on “Find”
- Select PI’s Name from search results
- Select “OK” (make sure PI’s college/division & address is added)

Immediately after completing the steps above the designee must add themselves back on the protocol under the most appropriate role. To maintain edit rights as key personnel add yourself under of the appropriate sections: Co-investigator, Administrative contact, Other Investigators, or Study/Regulatory Coordinator(s).

If this is not completed the designee will lock themselves out of the protocol. The IRB recommends adding an additional study team member under the noted sections before completing Assigning the PI steps.

Designee Assigning their Role

- For the appropriate key personnel section (Study/Regulatory, Co-Investigator, Administrative, etc.) Select “Add”
- Click on search icon
- Indicate your Name or WSU Access ID
- Click on “Find”
- Select appropriate Name/result from listing & Select “OK”
- Click on “Save” for the profile screen (make sure college/division & address is added)

All Key Personnel including Authorized signatories must complete required CITI Training and log-in to eProtocol and complete Obligations & COI sections. For assistance please see the following IRB eProtocol guidance tools:

- IRB eProtocol Checklist & Reminders
- Key Personnel Completing Obligations
- COI, Dean/Department Chair Authorized Signatory Certification & Approval