

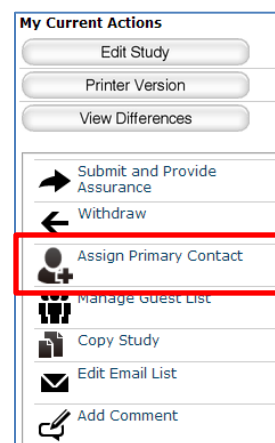


Adding a Primary Contact

The Primary Contact is, by default, copied on all system emails (approval letters, when the IRB requests changes, etc), along with the PI.

Changing the Primary Contact does not require a modification that gets reviewed by the IRB. Making this change takes effect immediately. To change the Primary Contact:

1. Log in to irb.harvard.edu
2. Click the name of the study from the list of studies
 - On your personal workspace, under **My Inbox**
 - On the Submissions page (click the **Submissions** link on the left side of the screen)
3. In the study workspace, click on the “Assign Primary Contact” activity on the left side of the screen.
4. Select a user to be the Primary Contact. If there is already a user listed as the Primary Contact, press the “Clear” button, and then start typing someone’s name in the text box.
5. Once a user is selected, click “OK” to complete the activity.



Assign Primary Contact

* Select a new primary contact to receive all communications from the IRB: ?

Matt Damon

Last	First	Middle Name	Email	Organization
Damon	Matt		demo@huronconsultinggroup.com	Harvard University

6. You will be directed back to the Study Workspace, and the Primary Contact will be updated in the top part of the page.

IRB13-0006: Another Test

Principal investigator: Rebecca Simms (pi)

Submission type: Initial Study

Primary contact: Matt Damon

