We have recently made improvements to the NUgrant IRB Project web pages. A major new feature is that you may now add or delete project personnel right from the **IRB Project Details page**!

You may recall that we used to ask you for the project personnel within the New Project, Continuing Review and Change Request Forms. Now, we ask for Principal and Secondary Investigators on page one and the remaining personnel can be added at any time by following the directions below.

**Adding Personnel:**

Personnel can be added and deleted at any point during the project without needing to fill out a Change Request.

Log into [https://nugrant.unl.edu](https://nugrant.unl.edu).

Click on **“IRB Project List”**

Click on the magnifying glass to view the project.
Investigators will be automatically entered according to who is listed as the PI and SI on the project form.

Other key personnel can be added or removed here.

Icons such as these will appear under CITI training once a person has been added.

Click “Add Project Personnel”

The “Add/Edit Project Personnel” window will pop up.

Click “Find Person”
Find Person

Make sure to select the appropriate UNL affiliation for the person.

Enter a name and click “Find”

**Note:** Click “Other” for people not affiliated with UNL.

Click on the person’s name to add.

Enter the person’s:

- Project role (investigator, research assistant, etc)
- UNL Status (Faculty, Staff, Graduate Student, Undergraduate Student, or Unaffiliated)
- Involvement

Click “Save”. The person’s name will then appear on the IRB Project Details page.
What about People NOT in the Person Finder?

If the person you wish to add is not listed, you can request to have them added to the system.

Click “Can’t find the person you were looking for?”

Enter the appropriate information and click “Send to IRB Office”.

After the person has been added to the Person Finder and the project, the PI will receive an email from Research Compliance Services.

*Note:* The person is now searchable in the Person finder by choosing the “Other” option.
After the Person has been added:

People who have been added to the Project Personnel will appear on the "IRB Project Details Page"

The person and their CITI training are displayed.

You can edit information or add or remove people from the list as needed.