



IRB 360

NEWSLETTER

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Connecting Research with Ethics

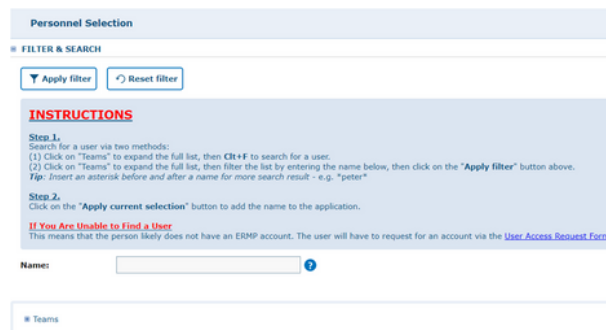
Adding Personnel into ERMP

When adding personnel (e.g. Co-Investigator) into your IRB application, remember the key steps below:

1. If you are unable to edit your IRB application, remember to “**Check-Out**” the document under the “**Save and Other Actions**” drop-down menu.



2. To insert names, remember to click on ‘**Teams**’ and not on the ‘+’ icon. These are detailed in the [Instructions](#) section.



3. If you are unable to find the person, it is likely that he/she does not have an ERMP account. He/she will need to request for an account via the [User Access Request Form](#).

Recruitment Numbers

PIs are reminded to keep within the maximum recruitment number as indicated in their IRB applications. **Over-recruitment** is considered a **protocol deviation** and/or **non-compliance** by the IRB.

PIs must raise an [Incident Report](#) to inform the IRB immediately in the event of over-recruitment. If it is necessary to recruit more than the original maximum number, an amendment to increase the maximum recruitment number should first be submitted by the PI and approved by NTU-IRB.



Stay tuned for our next newsletter to learn more!

To subscribe to our mailing list and for further queries, please write to IRB@ntu.edu.sg

Brought to you by:
Research Integrity and Ethics Office (RIEO)

Refer to our website for more information on IRB Guidelines [here](#).