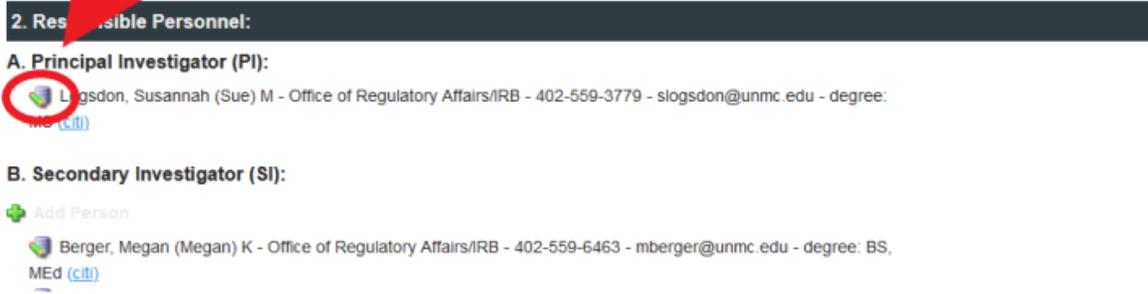


Deleting Personnel- September 2024 Update!

This document lays out how to delete personnel from an application in RSS.

- 1) Go to section **I.2: Responsible Personnel**
- 2) **Click the pencil/paper** icon next to any of the names in the section you wish to edit:



2. Responsible Personnel:

A. Principal Investigator (PI):

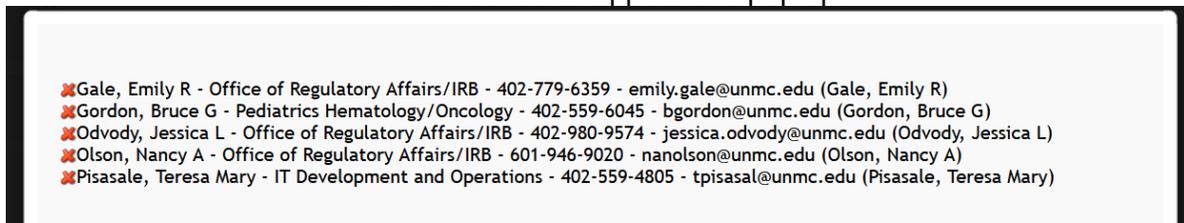
 Lingsdon, Susannah (Sue) M - Office of Regulatory Affairs/IRB - 402-559-3779 - slingsdon@unmc.edu - degree: [MEd \(cbl\)](#)

B. Secondary Investigator (SI):

 Add Person

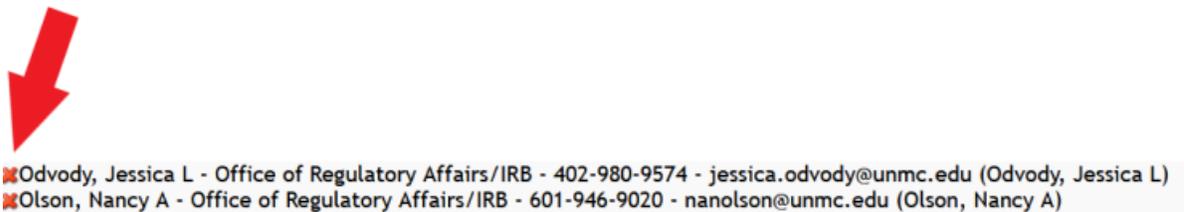
 Berger, Megan (Megan) K - Office of Regulatory Affairs/IRB - 402-559-6463 - mberger@unmc.edu - degree: BS, [MEd \(cbl\)](#)

The names will all appear in a pop up:



-  Gale, Emily R - Office of Regulatory Affairs/IRB - 402-779-6359 - emily.gale@unmc.edu (Gale, Emily R)
-  Gordon, Bruce G - Pediatrics Hematology/Oncology - 402-559-6045 - bgordon@unmc.edu (Gordon, Bruce G)
-  Odvody, Jessica L - Office of Regulatory Affairs/IRB - 402-980-9574 - jessica.odvody@unmc.edu (Odvody, Jessica L)
-  Olson, Nancy A - Office of Regulatory Affairs/IRB - 601-946-9020 - nanolson@unmc.edu (Olson, Nancy A)
-  Pisasale, Teresa Mary - IT Development and Operations - 402-559-4805 - tpisasal@unmc.edu (Pisasale, Teresa Mary)

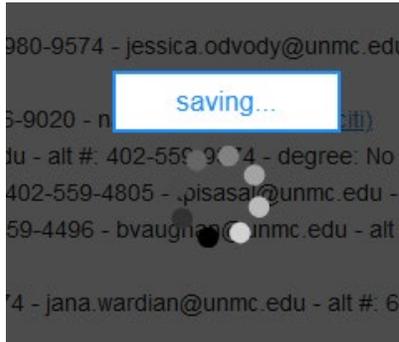
- 3) **Click the red x** next to the name(s) you'd like to delete off the application.



-  Odvody, Jessica L - Office of Regulatory Affairs/IRB - 402-980-9574 - jessica.odvody@unmc.edu (Odvody, Jessica L)
-  Olson, Nancy A - Office of Regulatory Affairs/IRB - 601-946-9020 - nanolson@unmc.edu (Olson, Nancy A)

NOTE: If you click and open a section you decide not to delete anyone from, simply click "close".

- 4) When you're done deleting names, click the blue **"close"** button (you may need to scroll down a little bit to see it).
- 5) A "saving" icon will appear.



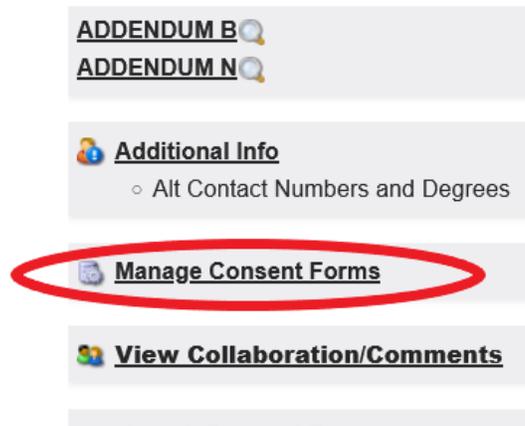
NOTE: Please do not attempt to refresh the page while it is saving.

NOTE: If the deleted personnel are listed on any consent forms, they will need to be deleted from those separately. See instructions below.

DELETING PERSONNEL OFF OF A CONSENT FORM:

NOTE: This must be done **BEFORE** submitting the change request.

- 1) Click **"manage consent forms"** on the left-hand menu.



2) Click on the consent form you need to edit.

EDIT CONSENT

- CONSENT FORM
Sep 23 2024 3:04PM - S
- NARRATIVE CONSENT
[new esig template-all signatures](#) - S /UNMC/

APPROVED CONSENT

- CONSENT FORM - SPANISH
[new esig template-LAR only](#) - S /NM/
- CONSENT FORM
[Practice consent form](#) - S /Pediatric//UNMC//UNO/

INACTIVE CONSENT

- CONSENT FORM - SPANISH
May 18 2023 4:15PM - S /UNMC/
- CONSENT FORM
Sep 22 2023 12:30PM - S /NM//Pediatric//UNMC//UNO/
- EMERGENCY TREATMENT CONSENT FORM
[new esig template-parent](#) - S
- CONSENT FORM
[new esig template-sub only](#) - S /UNMC/

3) Click “edit” at the top of the open consent form.

CONSENT FORM - SPANISH

UNO dept: UNMC dept:

EDIT **CLOSE CONSENT**

READABILITY **PRINT NM**

4) **This will automatically remove the deleted personnel from the consent form.** Now click “complete”.

UNO dept: UNMC dept:

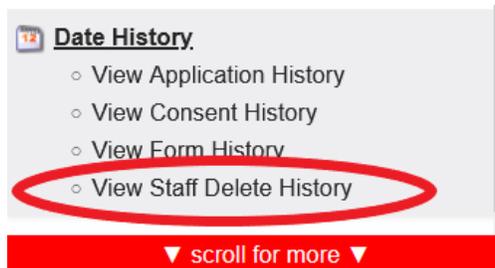
[SAVE](#) [COMPLETE](#) [CLOSE CONSENT](#) [COPY](#)

[READABILITY](#) [NM DRAFT](#) [NM WORD](#)

NOTE: If there are multiple consent forms that need the deleted personnel removed, steps 2 and 3 must be done for each consent form.

VIEWING DELETE HISTORY:

On the left-hand side of the menu is now a button that says “**View Staff Delete History**”.



This will bring up a log of who was deleted from the application, when they were deleted, and who deleted them.

View Staff Delete Dates

Version	Deleted Name	Deleted By	Deleted Date
4	Xia, Zhiqiu	Logsdon, Sue	2024-09-25 14:32:56.733
4	Wardian, Jana L	Logsdon, Sue	2024-09-25 14:32:55.480
4	Soltis-Vaughan, Brigitte S	Logsdon, Sue	2024-09-25 14:32:54.427
4	Peralta, Mikayla R	Logsdon, Sue	2024-09-25 14:32:52.050
4	O'Malley, Debra A	Logsdon, Sue	2024-09-25 14:32:49.950
4	Moss, Kathryn E	Logsdon, Sue	2024-09-25 14:32:47.803
4	Dominguez, Ahria	Logsdon, Sue	2024-09-25 14:32:45.760
4	DeHaai, Kristi Anne	Logsdon, Sue	2024-09-25 10:15:38.200
4	Crawford, Amanda M	Logsdon, Sue	2024-09-25 10:15:35.223
4	Chen, KuanHua	Logsdon, Sue	2024-09-25 10:15:31.030
4	Berger, Megan (Megan) K	Logsdon, Sue	2024-09-25 10:15:19.400
4	Epperson, Kevin J	Logsdon, Sue	2024-06-05 16:17:26.110
4	Ludwig, Bryan M	Logsdon, Sue	2024-06-05 16:17:10.287
4	Kotulak, Gail D	Logsdon, Sue	2024-06-05 16:16:54.150
4	Hicks, Lindsay J	Logsdon, Sue	2023-09-20 09:38:32.443
4	McCain, Natalia Tellez	Logsdon, Sue	2023-09-20 09:38:16.520

CLOSE