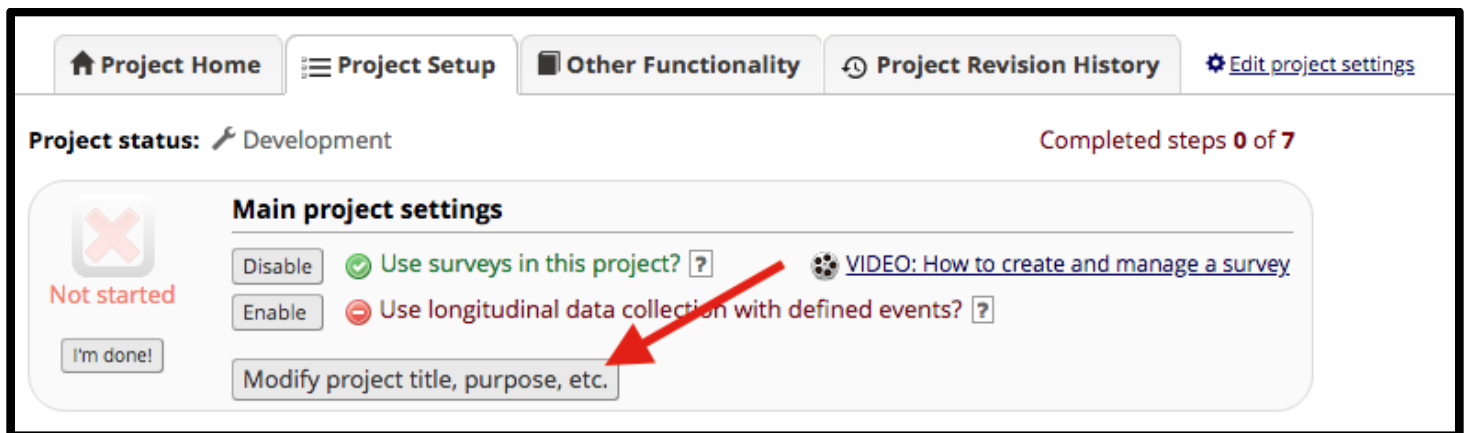# Update Project Ownership, PI Name & Email and IRB Number in REDCap – How-To Guide

It may be necessary to update/change the PI Name, IRB Number or Project Ownership due to staff changes. This guide describes how to update the Project Owner, PI information and IRB number in REDCap.

Update/Change the PI Name, IRB Number and/or Project Ownership

Follow these steps to make any of these changes:

Go to the "**Project Setup**" tab and under the "**Main Project Settings**" click on the "**Modify project title, purpose, etc.**" button

For the PI Name, Email Address and IRB Number:

Delete the current information and enter the new PI name, email address and/or IRB number. Then click "Save".

For the Project Ownership section:

If you are the new project owner and have a REDCap username just click on the "I am the owner" link. Your information will prefill the First name, Last name and Email fields.

If you are not the project's owner, and the owner has a REDCap account, enter the Project Owner's GatorLink username into the REDCap User Name Field. Their information will then prefill the First name, Last name and Email fields.

If the new owner does not have a REDCap username then manually enter the First Name, Last Name and Email Address for the new owner, then click "Save".

REDCap™

Project title: Testing Database for Software Upgrades

Project Ownership

REDCap username (if applicable)

pbc 🔍 (I am the owner)

If the project owner does not have a REDCap account, leave this field blank and fill the information manually below.

* First name   * Last name

Philip   Chase

* Email

pbc@ufl.edu

Note: the person designated as the Project Owner is the person, and only person, who will receive the annual invoice for this project.

Project's purpose: Research
How will it be used?

Name of P.I. (if applicable):
Jane   Smith
First name   MI   Last name

Email of P.I. (if applicable)
jane.smith@ufl.edu

Name of P.I. as cited in publications (if applicable):
               (e.g., Harris PA)

IRB number (if applicable): 202010987

Please specify:
☑ Basic or bench research
☐ Clinical research study or trial
☐ Translational research 1 (applying discoveries to the development of trials and studies in humans)
☐ Translational research 2 (enhancing adoption of research findings and best practices into the community)
☐ Behavioral or psychosocial research study
☐ Epidemiology
☐ Repository (developing a data or specimen repository for future use by investigators)
☐ Other

Project notes (optional):
Description of the project's use or purpose (displayed on the My Projects page)

Save   Cancel