

VIRBS protocol record – List the following as study personnel

COI investigators

- Principal investigator
- Student investigator
- Medically/psychologically responsible investigator
- Other personnel* who may constitute a COI investigator

*Other personnel

- Other personnel whose roles are essential to the conduct of the research
- “Essential” could include certain skills or roles to complete the study or minimize participant risk

PI proxies (formerly protocol editors)

- Protocol editors will convert to the new system as PI proxies on existing studies
- All PI proxies must be listed in the IRB application study personnel section to perform editor tasks

PI responsibilities

- Ensure there are **adequate resources** to carry out the research safely (e.g., PI time, qualified team members, equipment, space).
- Ensure research **staff are qualified** (e.g., appropriate training, education, expertise, credentials, VCUHS privileges) to perform assigned procedures, conduct the research using only qualified and **trained personnel**.
- The PI assumes full responsibility for the conduct of the study and for the protection of the rights and welfare of human subjects involved in the research. The PI is ultimately responsible for all activities related to the research.
- The PI retains full responsibility for ensuring study personnel rosters are maintained according to regulatory and/or institutional policy requirements, and for maintain delegation of authority logs and training logs.