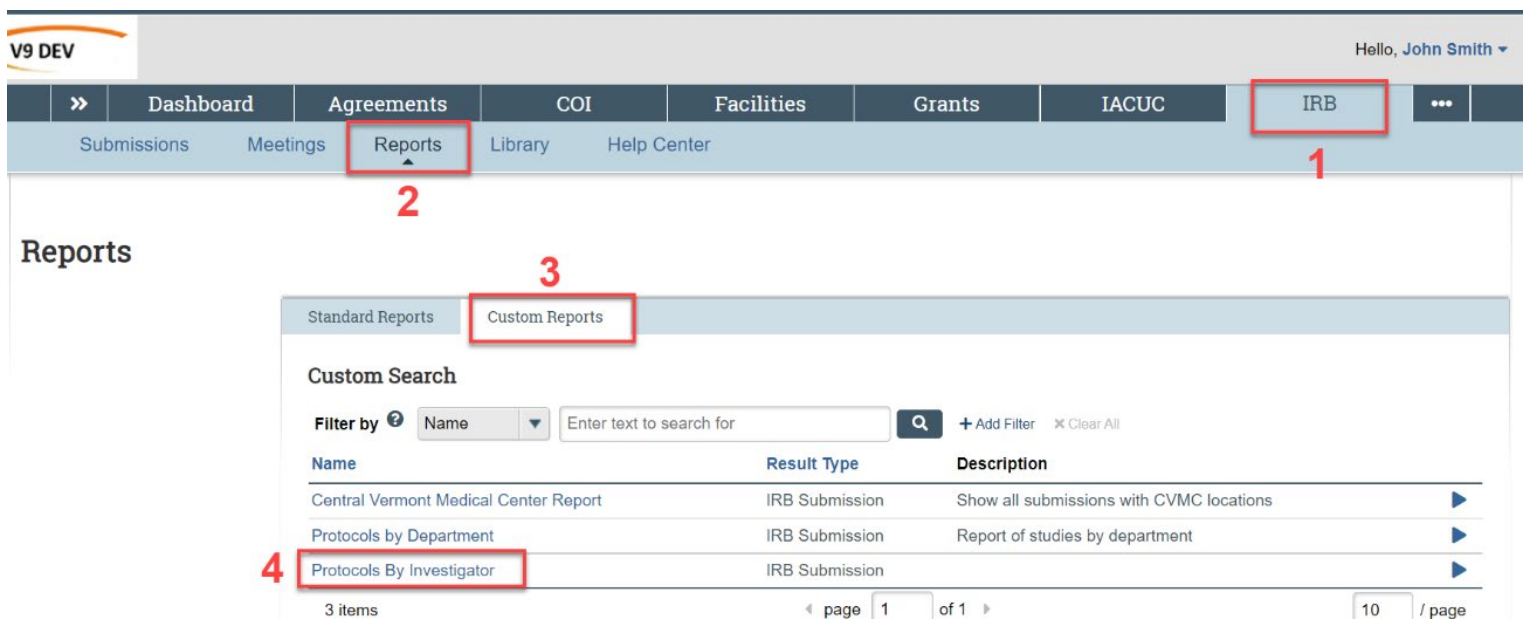
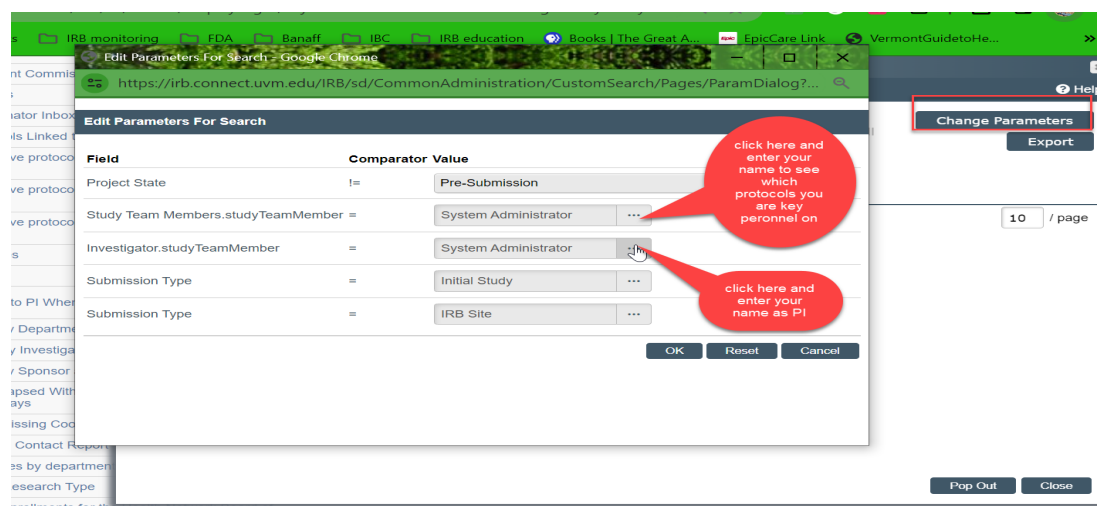


How To Run a Report of All Studies You Are Listed on As Primary Investigator or Key Personnel

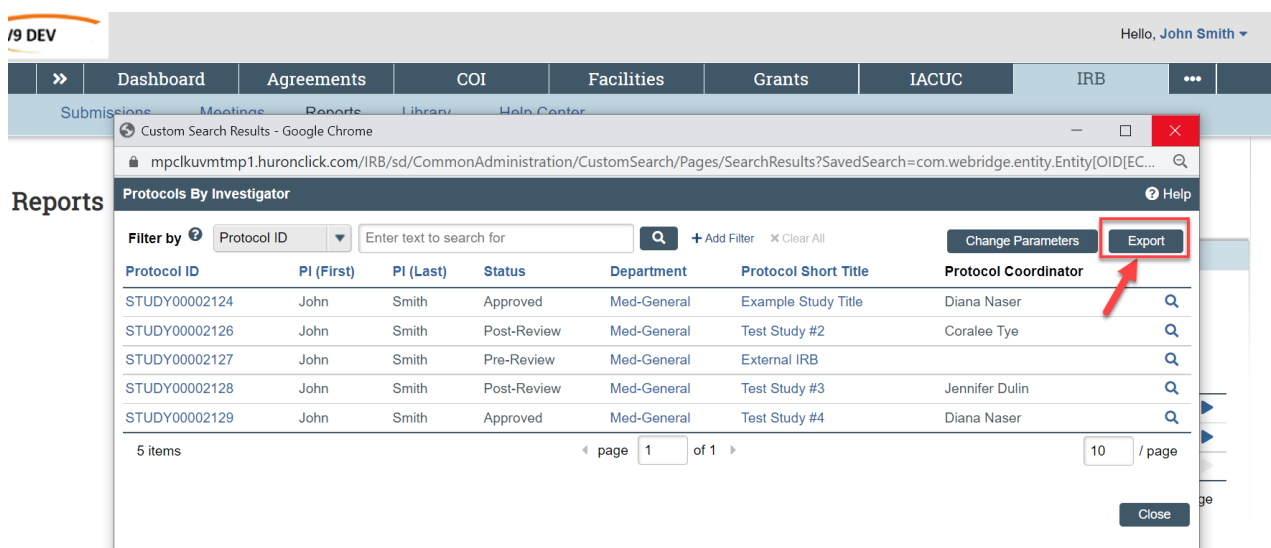
- Step 1.** On your dashboard, choose the IRB tab
- Step 2.** Click Reports
- Step 3.** Choose the Custom Reports tab
- Step 4.** Click Protocols by Investigator



Step 5. Once you click Protocols by Investigator (Step 4) a pop-up window will appear. Click on Change parameters in the upper right hand side of the screen. enter your name and click ok. Run individual reports for a PI and study personnel.



Step 6. You will now be able to export a list of studies you are associated with by clicking the Export button and a .csv report will be generated.



Note: the above example only shows studies where the person is listed as PI. Had they been listed as Key Personnel on other studies, these would be shown in this list as well.

This report can not be run by the proxy or contact. For accurate results to generate the person logged into the Click system will only be allowed to see protocols they are listed as study team members or as the PI.

This is helpful to run if you are leaving the institution and need to close protocols or remove yourself from the study team list. This may also be useful when key personnel are moving departments and need to revise research roles on protocols.

Step 7. Click the Click here to download button to download your .csv file.

