



QuickGuide: Changing Principal Investigator

To change the Principal Investigator, you will need to submit an Amendment Form in WREM:

1. Log in to WesternREM <https://applywesternrem.uwo.ca>.
2. Click on the project in the list of **Projects** at the bottom of the screen that you wish to update.
3. Click on **'Create Sub-form'** from the **Actions Toolbar** on the left side of your study screen.
4. Select **'HSREB Amendment Form'** or **'NMREB Amendment Form'** and click **'Create'**.
5. Make ALL applicable selections in Q1.4 (of the HSREB application) and Q1.6 (of the NMREB application) to indicate the changes being made, including but not limited to:
 - In Q1.4 in the HSREB application, select **'Change in name/contact information (e.g., for the PI, Co-I, Sponsor, Coordinating or Contract Research Organization) or change in study information (e.g., study title, study acronym/nickname/short name, sponsor's study ID)'**
 - In Q1.6 in the NMREB application, select **'Change in name/contact information (e.g., for the PI, Western-affiliated project team members, non-Western-affiliated project team members) or change in study information (e.g., study title, study acronym/nickname/short name, student project status)'**
6. To change the Principal Investigator name/details in Section 1:
 - a) In the box at the top of **Section 1.6** (HSREB application) or **Section 1.9** (NMREB application) that says **Search User**, begin typing the name of the person that you wish to add. Once you find them, click on their name and their details will populate in replacement of the former PI details in the form.

HSREB application	<p>1.6 Use the Search field to enter the Principal Investigator (PI) details from the WREM user directory:</p> <input type="text" value="Search User"/>	
NMREB application	<p>1.9 Use the Search field to enter the Principal Investigator (PI) details from the WREM user directory:</p> <input type="text" value="Search User"/>	

***NOTE:** Only individuals with a WesternREM account will be able to be added.

- b) Complete the additional PI details (**PI's Western Academic Faculty/Department** and/or **PI's Hospital Department/Division**)

7. Complete the application and upload your tracked and clean documents (if applicable).

****When changing a PI, update all study-related documents (including Protocol, Letter of Information and Consent/Assent Forms, recruitment/debriefing materials, etc., if applicable) to reflect this change and upload them to the Amendment submission where prompted. Ensure to make the applicable selections in Q1.4 (HSREB application) or Q1.6 (NMREB application) in order to submit this information.****

8. Sign and Submit. For PI change, you will be prompted to obtain signatures from both the incoming and outgoing PI (if available).

18.3 Is the outgoing PI available to sign this form?

- Yes outgoing PI can sign this form
- No the outgoing PI is not available to sign this form

Questions?

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