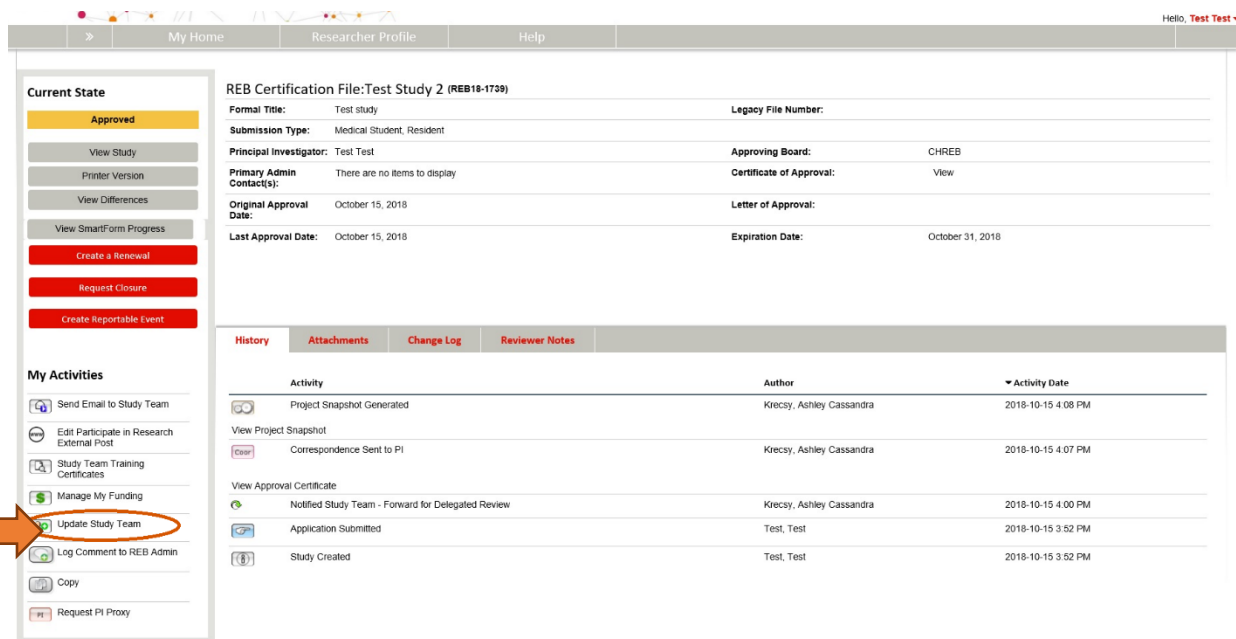# UPDATE STUDY TEAM

- The Principal Investigator is responsible for maintaining the study team composition within an ethics application; changes must be submitted prior to being implemented.

- This activity is available to any member of the study team.

- The activity is available only when the study is in 'Approved', 'Pending Expiry' or 'Expired' state.

- When a member of the study team is changed it will take effect immediately.

Note: A new approval certificate cannot be issued using the Update Study Team activity. If a new approval certificate is required, the PI must submit a modification to add the study team member. Please ensure that you indicate in the modification summary that an approval certificate is required.

- Add Study team (Co-Investigators, Student, Study Coordinators) to appropriate section and click **OK**.