1. The information you list should be consistent with what is listed in the eResearch application for the study team and only as it relates to current U-M faculty/staff/students.

2. By HRPP policy, non-funded U-M collaborators will not fall under the U-M CoC coverage and should not be listed. These individuals should discuss obtaining their own CoC with their IRB. Study team members where U-M will formally serve as the IRB-of-record may be listed as key personnel. **NOTE:** final determination of coverage is always left to the Deputy Institutional Official’s discretion.

3. Refer to the next page for a sample listing. To create your listing, copy and paste the sample information into your document and then modify it with the correct information for your study team. Include KEY PERSONNEL LISTING as the title header for the document.

4. Starting with the PI on the eResearch application, provide the following indicated information for each study team member.

   **PI**
   First Name:
   Last Name:
   Phone:
   Email:
   Degree:
   Current U-M Position: [Include “U-M” in the Position Title]

   **Co-I, Project Manager/Study Coordinator, Research Staff**
   First Name:
   Last Name:
   Degree:
   Current U-M Position: [Include “U-M” in the Position Title]
   Current Position (if not a current U-M affiliate): [Include name of their institution in the Position Title]
KEY PERSONNEL LISTING

PI
First name: Mary
Last name: Ramirez
Phone: xxx-xxx-xxxx
Email: mramirez@umich.edu
Degree: MBA, MA

Current U-M Position: Assistant Director, U-M Health Sciences and Behavioral Sciences Institutional Review Board

Co-I
First name: Joseph
Last name: Doe
Degree: PhD Biomedical Engineering
Current U-M Position: Assistant Professor and Director of Research, U-M College of Engineering

Study Coordinator/Project Manager
First name: Jane
Last name: Smith
Degree: PhD Social Psychology
Current U-M Position: Associate Professor, U-M Department of Sociology; Survey Manager, U-M Institute for Social Research

Research Staff
First name: Tom
Last name: Brown
Degree: MA
Current U-M Position: Doctoral Student/Candidate, U-M Department of Sociology

Research Staff
First name: Sara
Last name: Wilson
Degree: PhD
Current Position: Biostatistician and Data Manager, Harvard University Department of Sociology