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| **Study Information** | |
| IRB Number | Click to enter number. |
| Principal Investigator | Click to enter text. |
| Protocol Title | Click to enter text. |

**Instructions:**

1. Complete the forms listed below to add or remove team members to the HRP 306 Research Team Log.
2. Submit all required documents by email to your DSHS program contact.
3. The DSHS Program will attach any necessary program forms and forward the application to the DSHS IRB inbox.

**Please note:** This checklist does not apply to principal investigator (PI) changes. To change the project’s PI, please refer to the general [Amendment Checklist](https://www.dshs.texas.gov/irb/HRP-311-AMENDMENT-CHECKLIST.doc).

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| **Required Documents** | |
| Research Team Member Update | |
|  | HRP-307 Amendment Application |
|  | HRP-306 Research Team Log |
|  | Human Subject Research Protection Training Certificate for new member(s) |
|  | Conflicts of Interest Disclosure Letter (if new member has reportable interest) |

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| **Optional Documents** | |
| Complete by the DSHS Program | |
|  | HRP-314 Program Routing Form if program review is required |
|  | Updated Program-Specific forms as needed |