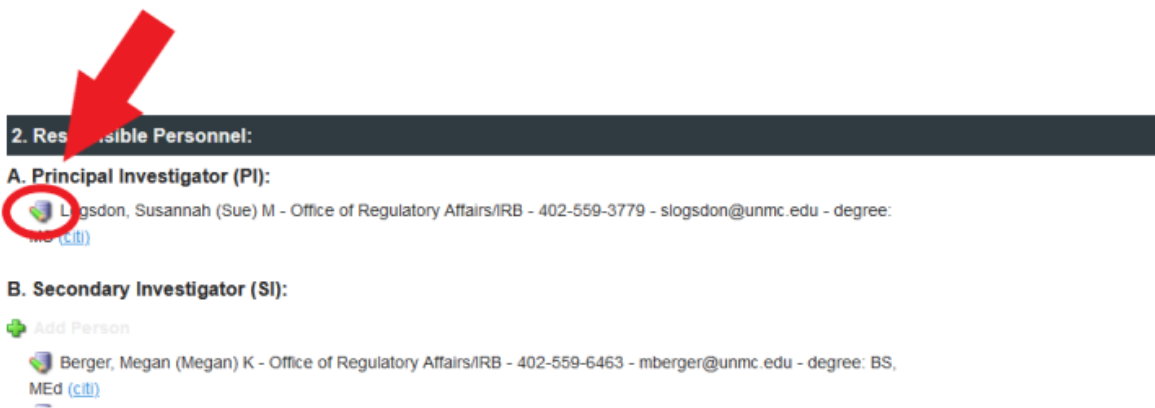


# Deleting Personnel- October 2024 Update!

This document lays out how to delete personnel from an application in RSS.

- 1) Go to section **I.2: Responsible Personnel**
- 2) **Click the pencil/paper** icon next to any of the names in the section you wish to edit:

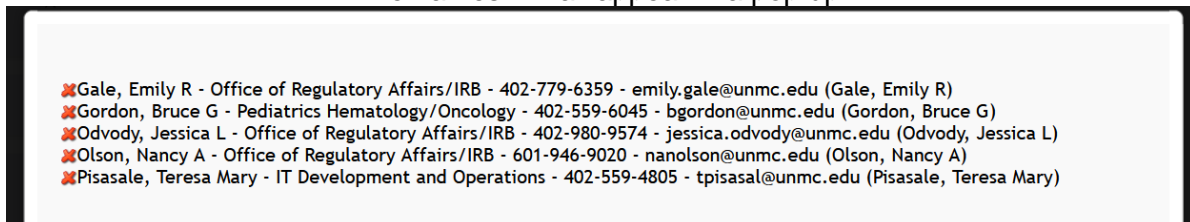


**2. Responsible Personnel:**

**A. Principal Investigator (PI):**  
L. Lingsdon, Susannah (Sue) M - Office of Regulatory Affairs/IRB - 402-559-3779 - slogsdon@unmc.edu - degree: [Med \(M.D.\)](#)

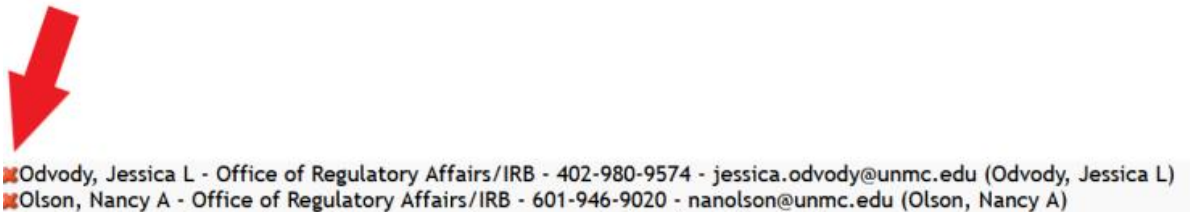
**B. Secondary Investigator (SI):**  
[Add Person](#)  
Berger, Megan (Megan) K - Office of Regulatory Affairs/IRB - 402-559-6463 - mberger@unmc.edu - degree: BS, [MED \(M.D.\)](#)

The names will all appear in a pop up:



- Gale, Emily R - Office of Regulatory Affairs/IRB - 402-779-6359 - emily.gale@unmc.edu (Gale, Emily R)
- Gordon, Bruce G - Pediatrics Hematology/Oncology - 402-559-6045 - bgordon@unmc.edu (Gordon, Bruce G)
- Odvody, Jessica L - Office of Regulatory Affairs/IRB - 402-980-9574 - jessica.odvody@unmc.edu (Odvody, Jessica L)
- Olson, Nancy A - Office of Regulatory Affairs/IRB - 601-946-9020 - nanolson@unmc.edu (Olson, Nancy A)
- Pisasale, Teresa Mary - IT Development and Operations - 402-559-4805 - tpisasal@unmc.edu (Pisasale, Teresa Mary)

- 3) **Click the red x** next to the name(s) you'd like to delete off the application.

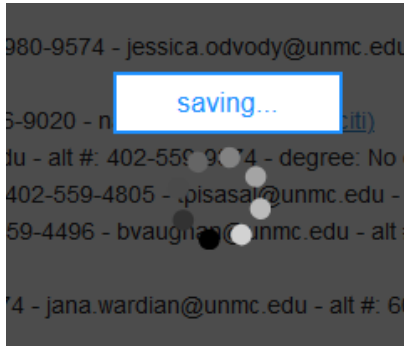


- Odvody, Jessica L - Office of Regulatory Affairs/IRB - 402-980-9574 - jessica.odvody@unmc.edu (Odvody, Jessica L)
- Olson, Nancy A - Office of Regulatory Affairs/IRB - 601-946-9020 - nanolson@unmc.edu (Olson, Nancy A)

**NOTE:** If you click and open a section you decide not to delete anyone from, simply click "close".

- 4) When you're done deleting names, click the blue "close" button (you may need to scroll down a little bit to see it).

5) A “saving” icon will appear.



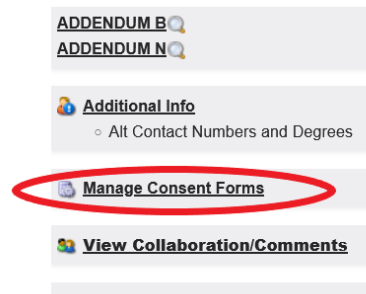
**NOTE:** Please do not attempt to refresh the page while it is saving.

**NOTE:** If the deleted personnel are listed on any consent forms, they will need to be deleted from those separately. See instructions below.

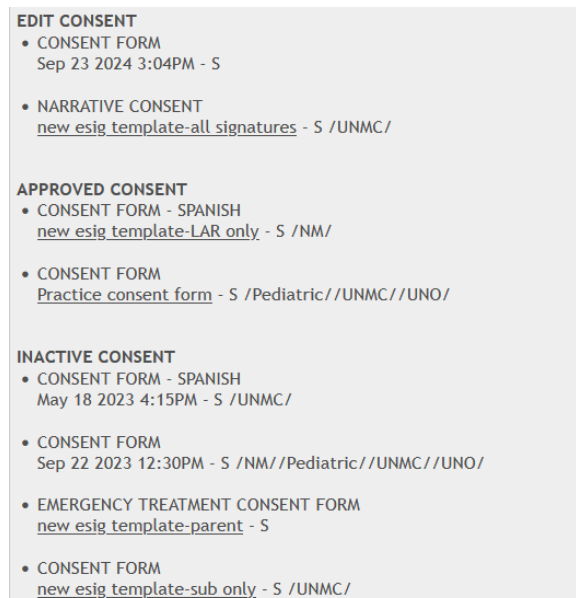
## DELETING PERSONNEL OFF OF A CONSENT FORM:

**NOTE:** This must be done **BEFORE** submitting the change request.

1) Click “manage consent forms” on the left-hand menu.



2) Click on the consent form you need to edit.



3) Click “edit” at the top of the open consent form.

CONSENT FORM - SPANISH

UNO dept:  UNMC dept:

**EDIT** **CLOSE CONSENT**

**READABILITY** **PRINT NM**

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4) This will automatically remove the deleted personnel from the consent form. Now click “complete”.

UNO dept:  UNMC dept:

**SAVE** **COMPLETE** **CLOSE CONSENT** **COPY**

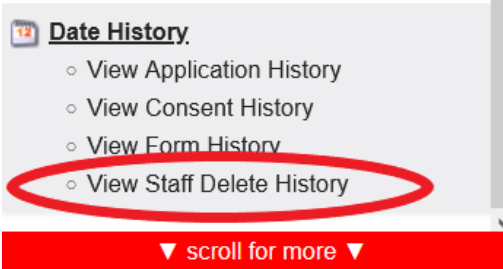
**READABILITY** **NM DRAFT** **NM WORD**

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**NOTE:** If there are multiple consent forms that need the deleted personnel removed, steps 2 and 3 must be done for each consent form.

# VIEWING DELETE HISTORY:

On the left-hand side of the menu is now a button that says "View Staff Delete History".



This will bring up a log of who was deleted from the application, when they were deleted, and who deleted them.

View Staff Delete Dates

| Version | Deleted Name               | Deleted By   | Deleted Date            |
|---------|----------------------------|--------------|-------------------------|
| 4       | Xia, Zhiqiu                | Logsdon, Sue | 2024-09-25 14:32:56.733 |
| 4       | Wardian, Jana L            | Logsdon, Sue | 2024-09-25 14:32:55.480 |
| 4       | Soltis-Vaughan, Brigitte S | Logsdon, Sue | 2024-09-25 14:32:54.427 |
| 4       | Peralta, Mikayla R         | Logsdon, Sue | 2024-09-25 14:32:52.050 |
| 4       | O'Malley, Debra A          | Logsdon, Sue | 2024-09-25 14:32:49.950 |
| 4       | Moss, Kathryn E            | Logsdon, Sue | 2024-09-25 14:32:47.803 |
| 4       | Dominguez, Ahria           | Logsdon, Sue | 2024-09-25 14:32:45.760 |
| 4       | DeHaai, Kristi Anne        | Logsdon, Sue | 2024-09-25 10:15:38.200 |
| 4       | Crawford, Amanda M         | Logsdon, Sue | 2024-09-25 10:15:35.223 |
| 4       | Chen, KuanHua              | Logsdon, Sue | 2024-09-25 10:15:31.030 |
| 4       | Berger, Megan (Megan) K    | Logsdon, Sue | 2024-09-25 10:15:19.400 |
| 4       | Epperson, Kevin J          | Logsdon, Sue | 2024-06-05 16:17:26.110 |
| 4       | Ludwig, Bryan M            | Logsdon, Sue | 2024-06-05 16:17:10.287 |
| 4       | Kotulak, Gail D            | Logsdon, Sue | 2024-06-05 16:16:54.150 |
| 4       | Hicks, Lindsay J           | Logsdon, Sue | 2023-09-20 09:38:32.443 |
| 4       | McCain, Natalia Tellez     | Logsdon, Sue | 2023-09-20 09:38:16.520 |

CLOSE