



Designation of a HIRO Technical Liaison Form

A Principal Investigator (PI) may prefer that a co-investigator or other members of their team complete the HIRO protocol registration process and/or have the ability to assign study personnel and access rights. If a PI would like to designate a member of their team with the authority to perform study-level actions (i.e., register the IRB protocol with the HIRO, add/remove study personnel, add/remove access to services) for their research studies, please complete this form. The designated individuals will become HIRO Technical Liaisons (HTLs) for the PI. A PI may designate as many HTLs as they desire, and they can designate new HTLs at any time. To remove an HTL, please contact the HIRO directly.

PI's Full Name: _____

PI's Email Address: _____

PI's HIRO Account Username*: _____

* If the PI does not have a HIRO account and does not wish to create one, a dummy account will be created automatically.

PI's Department/Section: _____

Please list the name, email address, and HIRO account (if known) of all the individuals who should be designated as HIRO Technical Liaisons for the PI above.

Table with 3 columns: Liaison Full Name, Liaison Email Address, Liaison HIRO Username. Includes three rows of blank lines for data entry.

THE PI MUST REVIEW AND SIGN BELOW

BY SIGNING BELOW, YOU ACKNOWLEDGE THE FOLLOWING:

The Technical Liaisons designated above will be given the authority to register and administrate research studies with the HIRO on your behalf. This includes, but is not limited to, the ability to register studies in the HIRO system on which you are the PI (or a co-PI), add and remove study personnel in the HIRO system for those studies, and designate access to HIRO services. The HIRO assumes that any protocol changes made by and services rendered for the Technical Liaisons are done with your consent. You will still be ultimately responsible for any services rendered and fees charged by the HIRO on behalf of your research studies.

I have reviewed this entire document and I assert that the information above is accurate, and that the individuals identified above will be acting on my behalf and with my consent.

Principal Investigator's Signature

Date

You may fax this completed form to the HIRO at 773-834-6721, you may email a signed copy to hirohelp@bsd.uchicago.edu, or you may deliver it to the HIRO via interoffice mail (MC 2026) or in person (Billings I-102).