

# ORS-Research Protections-Friend of DePaul Request Form for Access to eProtocol for IRB, IBC, and IACUC

In order to be added to an IRB, IBC, or IACUC protocol as a Principal Investigator (PI), Faculty Sponsor, Co-Investigator, or Key Research Personnel and to have direct access to the eProtocol system with editing rights, a person must have a DePaul user ID and password, such as the one they use to log into Campus Connect. People listed in these fields in our protocol forms are usually internal to DePaul and are DePaul faculty, staff, or students. Personnel that will work on the protocol, but who are external to DePaul and who do not need access to the eProtocol system, can be added to the protocol using the Other Personnel field. In instances where a PI might want an external person to be listed as a Co-Investigator or Key Research Personnel in eProtocol and have access to the protocol in eProtocol, the person can only be granted access by requesting and receiving a Friend of DePaul account. Additionally, affiliated personnel, who might be Faculty Sponsors for student research and who do not have an active DePaul user ID and password or email account, will need to request a Friend of DePaul account. Any external IRB, IBC, or IACUC committee members who need access to the system will also need to be granted Friend of DePaul status.

A "Friend of DePaul" is an account that can be set up for users who are not students or employees (e.g. temp workers; consultants; interns; or contract workers not included on the DePaul payroll). These individuals are added in PeopleSoft to generate a user ID and employee ID.

In order for this account to be set up, ORS-Research Protections requires the information in the form below. Please complete the form and send it to [ORP@depaul.edu](mailto:ORP@depaul.edu). ORS needs to be able to track these requests and monitor the ongoing need for access to the system. Friend of DePaul accounts need to be renewed on an annual basis or they expire.

*Has this person ever been a DePaul student or employee? Do they have an existing PeopleSoft account?	
*Reason for requesting access:	If "Other", Explain:
*First Name	Phone:
*Last Name:	*Email:
*Date of Birth:	