

# How to Assign a Research Coordinator in Mentor IRB

## TEACHERS COLLEGE INSTITUTIONAL REVIEW BOARD

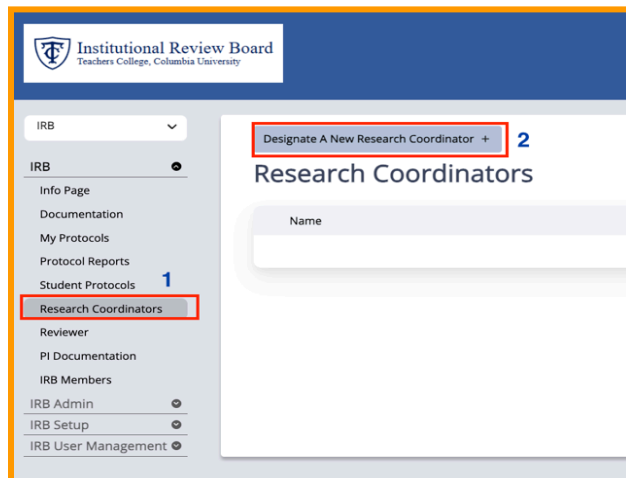
### Who is a Research Coordinator (RC)?

A Research Coordinator (RC) is someone authorized to manage the day-to-day operations of a research study on behalf of the Principal Investigator (PI). In the Mentor IRB system, an RC can:

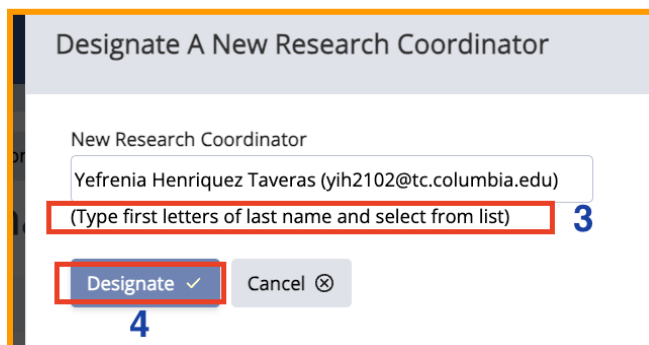
- Edit IRB protocols
- Submit modifications
- Communicate with the IRB on behalf of the PI

### Step-by-Step: Assigning a Research Coordinator (RC)

1. PI or Research Lead Logs into Mentor IRB
  - Only the Principal Investigator (PI) or designated research lead can initiate this process.
2. Navigate to Coordinator Assignment
  - Click the IRB tab in the left menu
  - Select Research Coordinators
  - Click Designate a New Research Coordinator



3. Search and Select the Person
  - Enter the individual's last name in the search field
  - Select them from the search results
  - Confirm assignment to your lab, center, or research team



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4. Assign to Specific Protocol(s)
  - After designation, **go to each study where the RC should be involved**
  - Submit a **minor modification for each protocol** to formally add them
    - Please refer to **[How to Submit an IRB Modification, Continuing Review, Adverse Event, and Deviation Report](#)** within the **[How to submit->Modifications](#)** section of our website for more information.
  - In your modification memo, let the IRB office know if you'd like the RC to be set as the Primary Coordinator.

### What Happens Next?

- The IRB will review each protocol modification to confirm the RC's role
- The RC gains permission to manage IRB activities for the assigned study/studies
- Multiple coordinators can be assigned, but only one can be marked as Primary

### Need Help?

Submit a ticket via [AskIRB](#) or visit the [TC IRB website](#) for more information and available resources.