



FORM: Contact Information Update

Document No.:	Edition No.:	Effective Date:	Page:
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REMOVE CONTACT

Contact Name	Email Address	Role	Company	Still Employed at Company?
		<input type="checkbox"/> Sponsor <input type="checkbox"/> CRO <input type="checkbox"/> Study Coordinator <input type="checkbox"/> Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No* <i>*If no, remember to update your Connexus workspaces</i>
		<input type="checkbox"/> Sponsor <input type="checkbox"/> CRO <input type="checkbox"/> Study Coordinator <input type="checkbox"/> Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No* <i>*If no, remember to update your Connexus workspaces</i>
		<input type="checkbox"/> Sponsor <input type="checkbox"/> CRO <input type="checkbox"/> Study Coordinator <input type="checkbox"/> Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No* <i>*If no, remember to update your Connexus workspaces</i>

SECTION C: Connexus Team Update

Team manager(s) is/are responsible for updating members of the Team in WCG IRB Connexus, but WCG IRB staff must be notified via this form when the Team name or designated email changes (if WCG IRB staff are not notified of changes to the team name or email, Team members may not receive notifications when documents require pre-review authorization). The Team name appears on the distribution list on the Certificate of Action when applicable.

Connexus Team Name	New Team Email:
<input type="checkbox"/> Check here if this an updated name for the Team.	

SECTION D: Completion of Form

Please provide any additional instructions/information that will help in processing your request:

Name of person completing form:

Name and Title:

Company:

Email:

Date: