

When completing your application coversheet did you realise you need to add an external investigator but you are not 100% sure what you need to do?

Remembering that this is only for those investigators who do not need to sign off online, under the External Investigator heading change the drop down here to yes and you will get the usual Add button (click the button).

In the search screen that pops up, enter the surname of the investigator to check whether they are already on the system

If the person is already in the system, then clicking the link button will place their details in the coversheet. Make sure once you have linked the investigator that you provide details of their role by clicking here and choosing from the drop down box.

If your external investigator is not found, you will need to create a new record for them (press create button) by filling out these details.

Next, navigate to the organisation tab to link the investigator to an organisation.

When you select the create button, a list of pre-defined organisations will come up

You can search with either full or part organisation name and choose link if existing details are found. You can only choose from this pre-defined list of external organisations.

If you save before navigating here, you will need to email IRMA support to add an organisation.

If the organisation is not on the list, please save the coversheet you are working on, return to the My Home tab and send an email to the IRMA support team (email button) so we can add the organisation to the list. Once it is added, you need to go back into your draft coversheet, edit the role for your investigator.

This process will be the same if you are completing either a new application or you are amending investigators.

The final step is to ensure that you have completed the investigator details template (found [here](#)) and attached it in the documents tab. Then you can submit.

And you are done adding an external investigator.

All the information covered here can be found in the IRMA user guide and please feel free to contact the ethics team should you require any further information.