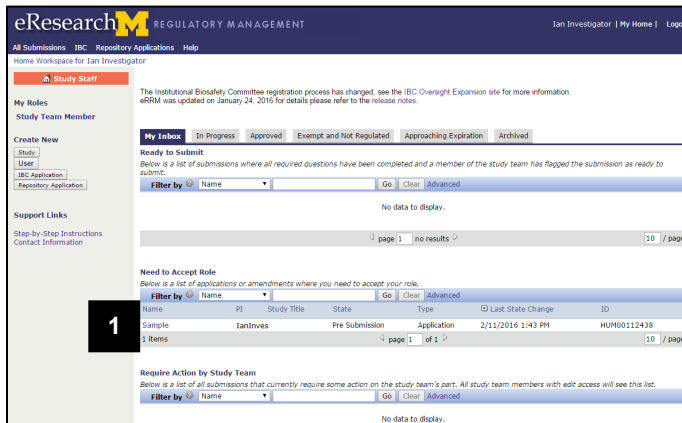


Friends Accounts - Accepting Your Role on the Study Team

Except for those with the role of Principal Investigator or Administrative Staff, study team members who are not affiliated with U-M (i.e., individuals with an eResearch “Friends Account”) must access eResearch Regulatory Management and accept their role before an application can be submitted. This process allows the individual to verify and accept their role on the study team and to maintain compliance with U-M Conflict of Interest policies.

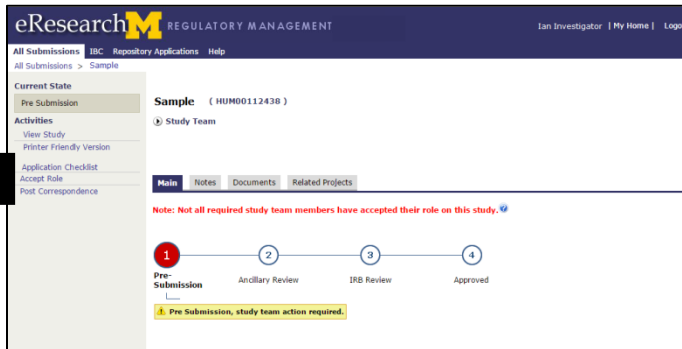
After [logging in to eResearch Regulatory Management](#), complete the following procedure.

Home Workspace



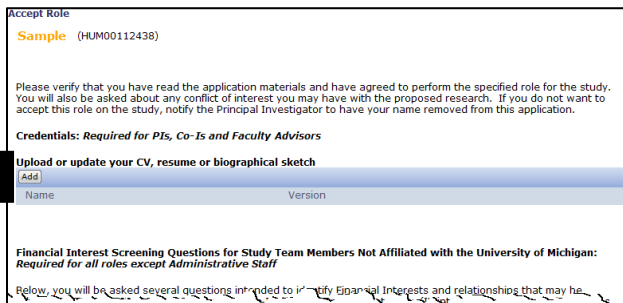
1. From the **Need to Accept Role** section of the **My Inbox** tab, click the Name of the application or amendment to access the Study Workspace.

Study Workspace



2. Click **Accept Role**.

Accept Role Window



If your role on the study team is not Principal Investigator, Co-Investigator or Faculty Advisor, you may skip to step #8.

3. Click **Add** to upload your CV, resume or biographical sketch, or click **Upload Revision** to upload a revised copy.

Submit a Document Window

4. (Optional) Enter a **Title**.
5. Click **Browse**.
6. Select the file from your computer you wish to upload (not shown). You may find it helpful to view the [Recommended File Types](#) in eResearch.
7. Click **OK and Add Another** and repeat steps 4-6 as needed, or click **OK** when you have uploaded all desired documents.

Accept Role Window

8. Answer each of the questions related to **Financial Interests and relationships that may be relevant to this research**.
- Note:** If you answered “No” to all of the questions, skip to step #11.
9. If you answered “Yes” to any of the questions, click the link to open the **Financial Interests Disclosure** form.
- Note:** The disclosure form is a “fillable” PDF form. Complete all of the required fields on the form and then save it to your computer.
10. Click **Add** to upload the disclosure form.
 11. Check the box to acknowledge you’ve read the application materials and accept your role on the study team.
 12. Click **OK**.