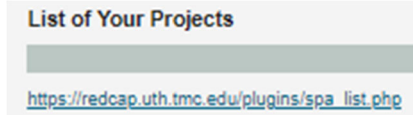


## How to Add/Remove Study Staff

1. **Go to SPA Card webpage** <https://www.uth.edu/sponsored-projects-administration/manage/clinical-trialsresearch/spa-cards-program>
2. **Click on the link “List of Your Projects”**



3. **Log into REDCap**
  - a. go to: <https://REDCap.uth.tmc.edu/>
  - b. You will be prompted to enter your UTHealth User ID and password.
4. **Click on “Modify Study Details and Users”**



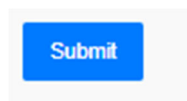
5. Edit data in the “SPA Card-Update Study Info” page

SPA Card - Update Study Info

Study Title					
Test A 10.08.20 One Time					
Sponsor					
KP					
Department					
KP					
IRB #					
kp					
	Username	First Name	Last Name	Email	Phone
PI	kparks3	Kristin	Parks	kristin.parks@uth.tmc.edu	
SC	hmumtaz	Hira	Mumtaz	Hira.mumtaz@uth.tmc.edu	
Admin	hgoodrum	Heath	Goodrum	heath.goodrum@uth.tmc.edu	

Add Additional Admin
Submit

6. Click on “Submit”



\*The people listed on this page are the study staff who will be able to access SPA Card Project Funding pages and Reports.