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](image)

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.*