**Principal Investigator Separation Request form for IRB/OHRE**

**Email this form to** **irb\_questions@unc.edu** **at least 45 days before departure**

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| --- |
| Separating employee information |
| PI Name and Title:  |  |
| Department/School: |  |
| Dept Chair Name: |  |
| Dept Admin Name:  |  |
| PI New Contact Information: | Institution: | Email: | Phone:  |  |
| Separation Date: |  | Last UNC-CH day worked: |  |
| Date starting at new institution: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IRB Number, Title, and Sponsor** | **Study Status** | **Request** | **Action** | **IRB Notes** |
| IRB#:IRB Study Title:Study Sponsor: | * Active – recruitment ongoing
* Recruitment completed - data collection ongoing.
* Recruitment completed -data collection completed, data analysis ongoing.
* Study completed.
 | * Close study
 | * Submit study closure via IRBIS
* If there are active subjects on the protocol – include plan for orderly completion of research activities.
 |  |
| * Transfer to new UNC-CH PI

Name of new PI: | * Identify new UNC-CH PI
* Seek sponsor approval for new PI, if applicable.
* Submit revised consent document, if applicable.
* Submit modification for PI change via IRBIS
* Request a reliance agreement if will continue involvement at new institution
 |
| * Transfer to New Institution
 | * Complete new institution’s IRB requirements.
* Seek sponsor approval for transfer, if applicable.
* Submit study closure via IRBIS
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Note: Add more boxes as necessary

Signature of Departing PI: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_