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

**Email this form to** [**irb\_questions@unc.edu**](mailto:irb_questions@unc.edu) **at least 45 days before departure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| 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 |
| 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 |

Note: Add more boxes as necessary

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

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