|  |  |
| --- | --- |
| **STUDY TITLE** |       |
| **PI NAME** |       |

|  |
| --- |
|  **Type of Change Request (check all that apply)** |
| [ ]  | Change in the Principal Investigator | [ ]  | Change in research staff (other than PI) |

**Fill out the appropriate section based on what was checked above.**

**Change in Principal Investigator**

Provide the following information for the **NEW** PI:

|  |  |  |
| --- | --- | --- |
| **1.** | Name:       | Degree(s):       |
| Department:       | Phone:       |
| Campus Address:       | Email:       |
| [ ]  Faculty [ ]  Staff [ ]  Student |
|  |
|  **2.** | **If student:** |
| [ ]  Undergraduate student | [ ]  Graduate or Professional Student(degree program):       |
| Faculty Advisor:       |
| Email:       |
| Phone:       |
|  |
| **3.** | Provide the reason for the change in PI:       |
|  |
| **4.** | Has the sponsor or funding source of the study been notified of the change in PI? **If no,** explain:       | [ ]  Yes [ ]  No[ ]  N/A |
|  |
| **5.** | Will the former PI continue to have a role in the research? **If yes,** describe the role:       | [ ]  Yes [ ]  No |

If any documents (such as the protocol or consent form) need to have the PI’s name and contact information changed, **REVISE** the documents and submit:

* One copy with the change(s) underlined, highlighted, or shaded (“tracked”) (see G-03 Tracking Changes in a Word Document if you need assistance)

AND

* One copy with the change(s) incorporated (“clean”) (all changes made with no underlining, highlighting, or shading.

**Change in research staff**

|  |
| --- |
| List all additions and/or removals. |
| Name | Add | Remove |
|  | **[ ]**  | **[ ]**  |
|  | **[ ]**  | **[ ]**  |
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| If additional space needed, attach a separate page. |
| \*\*\***All added research staff must have active CITI IRB training.** Approval of this change may be delayed due to expired training or new staff who have not completed the required training. **NOTE**: As the Principal Investigator, you are responsible for ensuring that all research staff have completed any other University or facility required training, such as training required by EHS. |