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

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| --- | --- | --- | --- |
| **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. | | |