THE UNIVERSITY OF TEXAS AT ARLINGTON

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS (IRB)

PI/FA CHANGE FORM

Request to change Principal Investigator (PI), Co-Principal Investigator (Co-PI), or Faculty Advisor (FA)

Protocol Number and Title:

Name of Current PI, Co-PI, or FA:

Name of New PI, Co-PI, or FA:

Responsibilities

The following list must be completed when transferring PI responsibilities or FA responsibilities:

- Ensure all protocol documentation and research records (e.g., consent documents, subject records, GCP records) are up- to-date and contain all required information. Correct any deficiencies prior to transition.
- Provide the new PI, Co-PI, or FA with access to:
  - all paper and/or electronic study documents;
  - all signed subject consent forms, if informed consent documentation is required for the study;
  - all data collected; and
  - stored specimens/samples, if collected.
- Inform the new PI, Co-PI, or FA of any IRB findings of noncompliance and/or corrective actions.
- Ensure all protocol personnel have been notified of the transition.
- For funded/sponsored research, obtain appropriate approvals from the funding/sponsoring agency for the change in PI, Co-PI, or FA.

Certification and Signatures

New PI/Co-PI/FA Certification Statement: *I certify that I have reviewed the protocol file in its entirety including the original protocol, subsequent modifications, continuing reviews, reports of research problems or subject complaints, incidents of non-compliance, and the personnel list.*

**Please note, the change in PI, Co-PI, or FA is not effective until the IRB modification is approved.*

Current PI, Co-PI, or FA Signature:

New PI, Co-PI, or FA Signature:

Instructions for submission via a Modification Request in Mentis:

- Attach/upload this completed form to the Modification Request submission.
- Attach/upload a revised protocol application form with updated PI, Co-PI, or FA. Review all sections to ensure the change is made consistently throughout the form.
- Attach/upload a revised informed consent document/language and recruitment materials with updated PI, Co-PI, or FA and contact information, as applicable.
- In the Modification summary, state whether there are active subjects. If there are active subjects, describe how they will be notified of the change. If it's not feasible to notify all active subjects, provide a plan to ensure that subjects who contact the previous PI, Co-PI, or FA will be directed to the new one.