



Concluding Human Research

Guidance

Investigators, including students, are responsible for concluding all Human Research activities as soon as possible after the project is completed or no longer involves human research activities.

Note: Please pay special attention to eIRB notifications. eIRB sends reminder notifications to Investigators to either submit a Continuing Review or conclude their project if it is no longer active.

Investigators Leaving the Institution

When a PI leaves the institution, the research protocol must be concluded or transferred to another eligible PI. Investigators must determine, as applicable, what role the leaving Investigator will have related to the project. If study data and information will be shared with the new institution, contact the HSPP to determine what the Investigator will need access to and how the data sharing will be managed. The process for either transferring PI or concluding the study is explained further below.

Transferring to Another Principal Investigator

If the project will be transferred to a new Investigator, the IRB requires:

1. The old Investigator submits the Modification in eIRB to change the Investigator to a new Investigator. If the old Investigator is not available to sign:
 - a. The assigned PI Proxy, if applicable, can submit the Modification on behalf of the old Investigator. An email from the old investigator confirming the PI change must be uploaded in eIRB. If there is no assigned PI Proxy and the study will remain open, the submission can be copied in eIRB and updated to reflect the new Investigator. An email from the old investigator confirming the PI change must be uploaded in eIRB.
2. The Investigator taking over the project must submit a letter in eIRB that explains they understand they are taking over the project in its current state (unless noted otherwise). This includes conducting the study according to the IRB approved protocol, responsibilities for continued oversight and monitoring of existing subjects and data, and oversight of research staff. If the new PI wishes to make changes to the existing study, include those changes with the modification in eIRB.

Revised documents are needed for a change in Investigator. Update study documents in the eIRB Modification. Remember to include the following documents and approvals as necessary:

- Applicable IRB Protocol
- Consent Forms (if applicable)
- Recruitment Materials (if applicable)
- Participant Materials (if applicable)
- Department/Center/Section Review approval



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Concluding an Active Study

If research activities will not be transferred to the Investigator's new institution and will be discontinued at the University of Arizona, submit a Continuing Review in eIRB to conclude the study.