



Concluding Human Research

Guidance

Investigators are responsible for concluding all Human Research activities as soon as possible after the project is completed or no longer involves human research activities. Projects not concluded after the expiration date of the research are considered administratively closed by HSPP.

Students that leave the University of Arizona must also conclude all Human Research prior to graduating. If a student project is not concluded before graduation, the HSPP will contact the Advisor to finalize the required paperwork.

Investigators Leaving the Institution

The research protocol must be concluded by the Investigator, or transferred to another eligible Investigator by submitting an Amendment to Approved Human Research form to the HSPP. The change in Investigator must be approved by the IRB before the new Investigator may work on the study.

In addition, investigators must determine as applicable:

- What role the leaving investigator will have related to the project. If 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.
- Close the active study with the HSPP by completing the Renewal/Closure for Human Subjects form.

Note: If research activities will not be transferred to the Investigator's new institution and will be discontinued at the University, a Renewal/Closure for Human Subjects form must be submitted to the HSPP to close the study.

Transferring to Another Investigator

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

1. The old Investigator sign the IRB paperwork to change the Investigator to a new Investigator. If the old Investigator is not available to sign, an email will suffice.
2. The Investigator taking over the project must submit a letter that explains they understand they are taking over the project in its current state. 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.

Revised documents are needed for a change in Investigator. Submit changes on an Amendment to Approved Human Research form and include revised attachments as necessary:

- Application for Human Research
- List of Research Personnel
- Consent Forms (if applicable)
- Recruitment Materials (if applicable)
- Participant Materials (if applicable)



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If the Investigator does not wish to continue the project in its current state, the project will be closed and the portions that the Investigator wishes to move forward should be opened as a new project.