**Principal Investigator Transfer of ResponsibilityGuidelines**

If a Principal Investigator (PI) would like to, or is required to, relinquish PI responsibility for a research project, they must identify a newPI who will accept responsibility for the study in its entirety, including those actions taken before resuming the role of PI. In addition, if aPI is leaving Northwestern University or transferring to a new institution, they are required to either identify a qualified replacement toserve as the new PI or obtain the appropriate permissions and agreements to continue serving as PI in their new role. Please review theIRB’s Eligibility to Serve as Principal Investigator (PI) & Responsibilities policy on who may serve as PI at TCU.

**Required Materials for New Principal Investigators**

When transferring PI responsibility to a new PI, the following is required:

* A modification must be submitted in Cayuse before the outgoing PI leaves the institution.
* Revisions to the current study documents to update the PI name and contact information

The new PI must also have access to all current and previous regulatory documentation and participant file documentation (if applicable).

**Outgoing Principal Investigators**

If you are leaving and intend to stay engaged in a human research study you must submit a modification in Cayuse. If you are leaving TCU and joining another institution please contact IRBSubmit@tcu.edu to discuss when and if your research activities engage more than one institution [IRBSubmit@tcu.edu](mailto:IRBSubmit@tcu.edu).

* If you will retain a TCU appointment (i.e. adjunct appointment) and would like to remain as the PI until a new PI is identified will be acceptable however, once your appointment expires you must be removed from the TCU study team.
* If you will no longer have a TCU appointment you can NOT be on the TCU study team.
  + It is our preferred practice for an individual to be on only one study team. If your activities will engage your new institution it is likely inappropriate to be listed as a TCU study team member.
* If you plan to access research data or specimens afer you leave TCU please contact our office or the Office of Sponsored Programs regarding a Material Transfer Agreement (MTA) in order to establish the appropriate agreement.

**If a Study Will Be Closed, Not Transferred**

If a PI wishes to close a study rather than transfer responsibility to a new PI, the following should be considered:

* All data and records, including regulatory documentation and participant files, should be retained per the University’s retention policy.
* The study should be closed in Cayuse. Instructions are available under the Cayuse Human Ethics drop-down menu on out website.