**Principal Investigator Departure**

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| **When to Use this Form:**  If you are leaving the University of Illinois at Urbana-Champaign (‘Illinois’) and are engaged in human subjects research on active IRB protocols, complete and return to [IRB@illinois.edu](mailto:IRB@illinois.edu) **at least 30 days prior to your planned separation date**. If you prefer, this information may be submitted using the link provided on our website [**here**](https://forms.office.com/Pages/ResponsePage.aspx?id=b35GRCxGok6CP3gA3lQ04-3chEO_wEhOhen2p6n95LBUNEdNVVNYNU5EWDFBVlhWM1VGVk1WMElTOC4u). Upon receipt of this information, OPRS staff reviewers will assist you with each open protocol.  *Note: It is necessary for OPRS to hear of your upcoming departure. If communication does not take place, OPRS will administratively close and archive all protocols.* |

**Section 1. Principal Investigator Information**

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| **1A. Illinois Principal Investigator:** |
| **1B. Department:** |
| **1C. Planned Departure Date (*Last day at Illinois*):** |
| **1D. Reason for Leaving the University:**  You have accepted a position at another institution  You are retiring from the University of Illinois  You are taking an administrative leave  Other: |

**Section 2. Active IRB Protocols – Principal Investigator**

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| List *all* open IRB protocols using the following text fields that you are PI on with the requested action for each, keeping the following definitions in mind:   * **Transfer:** OPRS will close the protocol at Illinois once it has been approved by your new institution’s IRB with a data/materials transfer agreement (processed through [the Office of Technology Management](https://otm.illinois.edu/)). * **Change PI and leave the research team:** An investigator who meets the criteria outlined in the [Campus Administrative (CAM) Policy on Eligibility to Serve as PI](https://cam.illinois.edu/policies/rp-06/) will take over the protocol, you will *not* be engaged in human subjects research on the project. * **Change PI and stay on the research team:** An investigator who meets the criteria outlined in the [Campus Administrative (CAM) Policy on Eligibility to Serve as PI](https://cam.illinois.edu/policies/rp-06/) will take over the protocol, you will remain engaged in human subjects research on the project. Additional steps to establish a reliance agreement between institutions may be required. * **Close IRB Protocol:** OPRS will assist you in archiving the project.   ***Please copy and paste text fields to add additional protocols.*** |

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| **IRB #:** |
| **Title:** |
| **Requested Action:**  Transfer  Change PI & Leave the Research Team  Change PI & Remain on the Research Team  Close |

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| **IRB #:** |
| **Title:** |
| **Requested Action:**  Transfer  Change PI & Leave the Research Team  Change PI & Remain on the Research Team  Close |

***<Section 2: Copy and paste additional text fields here>***

**Section 3. Active IRB Protocols – Research Team Member**

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| List *all* open IRB protocols in the following tables that you are listed on the research team (not PI), informing us if you will continue to be engaged in human subjects research on the protocol after your departure from Illinois.  ***Please copy and paste text fields to add additional protocols.*** |

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| **IRB #:** |
| **Title:** |
| **Principal Investigator:** |
| **Requested Action:**  Be removed from the research team  Remain on the research team |

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| **IRB #:** |
| **Title:** |
| **Principal Investigator:** |
| **Requested Action:**  Be removed from the research team  Remain on the research team |

***<Section 3: Copy and paste additional text fields here>***

**Section 4. Active IRB Protocols – Illinois is relying on another IRB**

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| List *all* open IRB protocols in the following tables that have been approved by a collaborating institution’s IRB office and Illinois has entered into an agreement to rely on the other institution for oversight. As we will no longer have oversight of your effort on the project, if you are to remain active on the project, the agreement will need to be transferred to your new institution and closed at Illinois. ***Please copy and paste text fields to add additional protocols.***  **If this does not apply, check here:  N/A** |

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| **Reviewing IRB (Institution Name):** |
| **Title:** |
| **Other Institution Principal Investigator:** |

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| **Reviewing IRB (Institution Name):** |
| **Title:** |
| **Other Institution Principal Investigator:** |

***<Section 4: Copy and paste additional text fields here>***