Office of the Vice President for Research

Human Subjects Office / IRB

University of Iowa
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https://hso.research.uiowa.edu/

Human Research Protections Program (HRPP) Departure Checklist

Principal Investigator (PI) Departure Checklist		
Minimum of 30 Days Prior to Expected Departure		
Do/Did you or the individual for whom you are completing the checklist have scientific and/or regulatory ownership of a research record (e.g. IRB, DSP, Clinicaltrials.gov)?		
Task	**Completed**	**N/A**
Identify impacted studies in a) HawkIRB • IRB #s and Protocols IDs b) ClinicalTrials.gov • NCT numbers • IRB #s for in-development records		
Identify affected materials • Roles needing to be filled • Funding Contracts • Specimen/Data transfer • IND/IDE updates with the FDAHRO		
Complete the appropriate PI Transfer/Departure form (external funded vs unfunded) to begin the notification process of the departing PI and impacted records.		
Notify the HRPP committees of any relevant communications received for the impacted studies or transferring institution. • Name of agencies that sent notifications • Last notification received dates • Requested actions identified on notifications		
Use DUA Flowchart to determine if data sharing can be done. Notify the Division of Sponsored Programs (dsp-contracts@uiowa.edu) if a data use agreement is required		
Update ClinicalTrials.gov record per guidelines in the **ClinicalTrials.gov Checklist** located on the HSO website under the Clinicaltrials.gov section**.**		
Notify the HSO, HRPP committees, and your Departmental Executive Officer (DEO) of the new contact information including: • Contact Info: Phone number and Email		

• New coordinator(s) contact info (phone and email)		
If any studies will be ongoing at Iowa complete the following • If an Investigational New Drug (IND) or Investigational Device Exemption (IDE) is held, have the new PI complete form 1572 and send the form and CV to the FDA and the IRB of record. • Modification to IRB and all relevant HRPP committees of the new Principal Investigator/Responsible Party		
If the study(ies) is/are closing, complete the following: • Close out of laboratory space • Close out of study records by marking the record completed/terminated/withdrawn • Update the study status on ClinicalTrials.gov and if required by FDAAA, NIH or other sponsor, completion of results reporting with submission of required documents.		

For a complete listing of the HRPP committees, please visit the Human Subjects Office website.