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 participants. Projects not concluded after the expiration date of the research are considered administratively closed by HRPP. See HRPP Guidance on Administrative Closures for more information.

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

Investigators leaving the institution

The research protocol must be concluded by the PI, or transferred to another eligible PI by submitting an amendment form to the HRPP. The change in PI must be approved by the IRB before they 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 need to be shared with the new institution, contact the HRPP to determine what the PI will need access to and how the data sharing will be managed.
- Close the active study with the HRPP by completing a Project Closure documentation.

Note: If research activities will not be transferred to the PI’s new institution and will be discontinued at the University, a Project Closure documentation must be submitted to the HRPP to close the study.