Leaving your Position? A Study Team Member's Departing To-Do List

Whether you're leaving the University, transitioning to a new role, or transferring to another department, study team members must appropriately manage their responsibilities with any ongoing research. At a minimum:

- ✓ **Determine whether you will continue to be involved in the research**. If you will continue to be actively involved in the research, you will need to evaluate how to appropriately transfer your study activities to your new role. For example, a sub-investigator leaving the institution who will continue to be involved with rating assessments may need to obtain IRB approval for those activities at their new institution. Additionally, how that data will be shared between institutions will need to be managed appropriately (i.e., will the data be de-identified or will HIPAA Authorization to share identifiable data need to be obtained?).

- ✓ **Notify the Research Subjects Review Board (RSRB)**. As all study team members must be identified as study personnel on the RSRB application prior to conducting study activities, study team members who leave the study team should also be removed from the RSRB application via modification. Similarly, the RSRB submission should be updated to reflect any study team members that leave the University but continue to work on some aspect of the study (i.e., these individuals should be identified as External Study Team Members).

  Given your role, submitting this modification may not necessarily be urgent, but it should still be submitted in a relatively timely manner. For example, a modification to remove a sub-investigator who does not regularly interact with the RSRB may be held and combined with a future modification. Whereas submitting a modification to update the primary study coordinator, who interacts regularly with the RSRB, should be submitted in a timely manner. All other applicable IRBs of record must be notified, per their requirements, as well.

- ✓ **Update Applicable Delegation of Authority Logs**. Some studies, particularly those involving the administration of an investigational drug or device, are required to maintain documentation of tasks that have been delegated to appropriately trained study team members. These logs typically include a start and end date for each individual listed and should be updated accordingly.

ADDITIONAL RESOURCES:

- OHSP Policy 901 Investigator Responsibilities
- OHSP Explains… Leaving the UR? A PI's Departing To-Do List
