Concluding Human Research

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 HSPP. See HSPP Guidance on Administrative Closures for more information.

Students that leave the University of Arizona must also conclude all Human Research prior to graduating. If a student project is not concluded before graduation, the HSPP 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 HSPP. The change in PI must be approved 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 HSPP to determine what the PI will need access to and how the data sharing will be managed.
- Close the active study with the HSPP by completing a F212b: Concluding Form.

Note: If research activities will not be transferred to the PI’s new institution and will be discontinued at the University, a F212b Concluding Form must be submitted to the HSPP to close the study.

Transferring to another PI

If the project will be transferred to a new PI, the IRB requires that the PI taking over the project submit a letter that explains they understand they are taking over the project in its current state. This includes conducting the study according to the IRB approved protocol, responsibilities for continued oversight and monitoring of existing subjects and data, and oversight of research staff.

Revised documents are needed for a change in PI. Submit changes on an F213: Amending Approved Human Research and include revised attachments as necessary:

- F200, F203, F204, PAF or PRF
- F107: Verification of Human Subjects Training
- Consent documents (if applicable)
- Recruitment (if applicable)
Concluding Human Research

If the PI does not wish to continue the project in its current state, the project will be closed and the portions that the PI wishes to move forward should be opened as a new project.