Click IRB ReferenceGuide

Changing the Principal Investigator

How will this guide help me?

This guide will walk you through changing the Principal Investigator (PI) for a Single Site or Multi-Site Study where Seattle Children's is serving as the single IRB. For all external IRB studies, please review the external IRB guide for help in changing the PI.

How to Change the Principal Investigator

NOTE: The current Prinicipal Investigator (PI), and not any assigned PI proxies, is the only one who can submit a modification to change the PI. If the current PI is no longer at Seattle Children's and/or does not have access to Click, please contact the IRB for assistance.

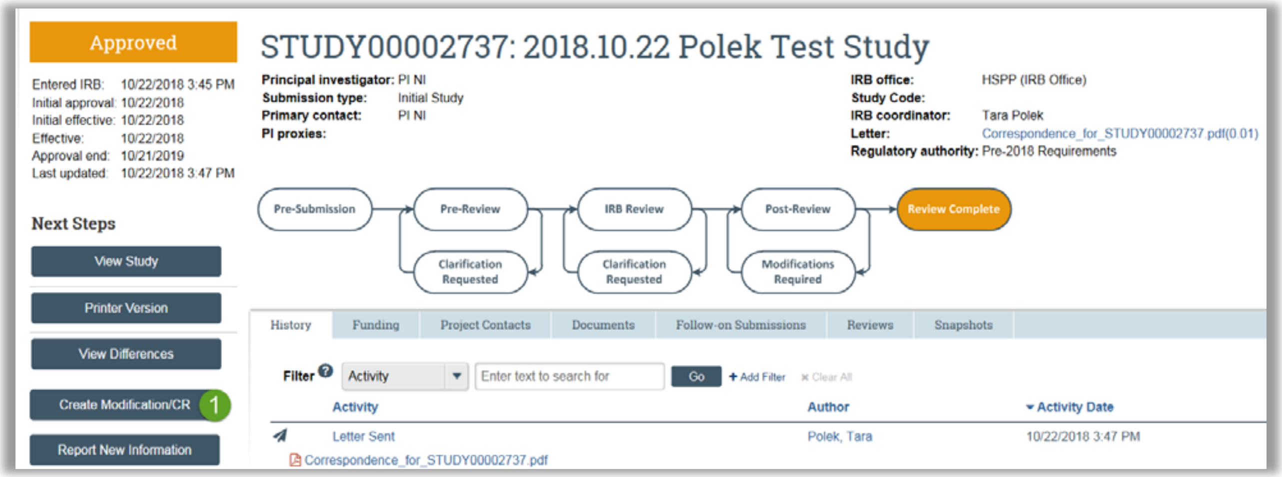
Step 1	Current PI logs in Click IRB

Click IRB ReferenceGuide

Changing the Principal Investigator

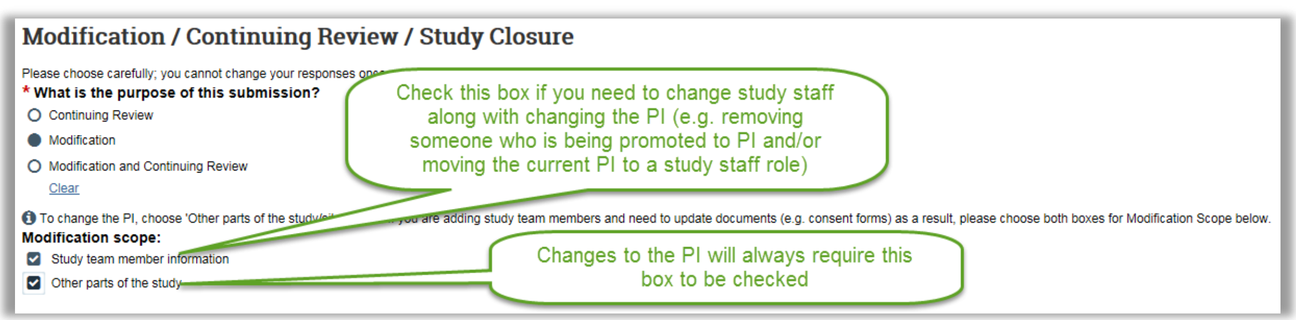
Step 2

- After logging into Click, find the desired study (See Navigating Click IRB Quick Guide for help finding your study)
- Click the **Create Modification/CR** button in the Next Steps menu on the left side of the study page.



Step 3

- Choose "**Modification**" from the options
- Always select "Other Parts of the Study" to change the PI (since the PI is found on the Basic Information SmartForm)
- Consider selecting "Study team member information" if you need to move the current PI to a study team member role or if you need to remove a study team member who is being promoted to PI
- Important! Make these selections carefully; once you move forward from this screen, you cannot change the type or scope of the modification.



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Step 4	Complete the **Modification Information** SmartForm:

Modification Information

1. **Study enrollment status:**
   - [x] No subjects have been enrolled to date
   - [ ] Subjects are currently enrolled
   - [ ] Study is permanently closed to enrollment
   - [ ] All subjects have completed all study-related interventions
   - [ ] Collection of private identifiable information is complete

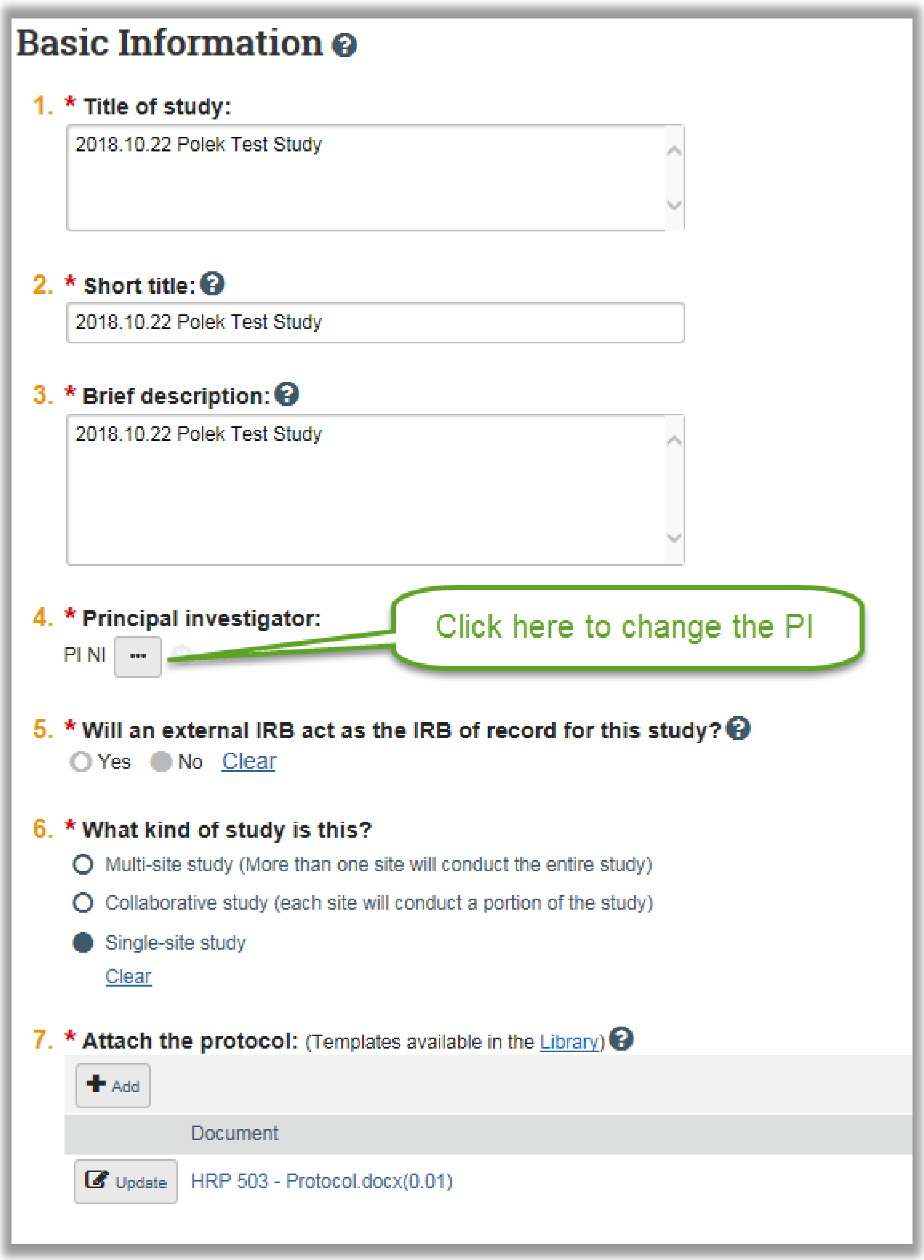
2. **Notification of subjects:** (check all that apply)
   - [ ] Current subjects will be notified of these changes
   - [ ] Former subjects will be notified of these changes

   Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. * **Summarize the modifications:**

   Changing the PI of the study; PI will become a study staff member

Step 5	
Step 5	• Click **Continue** to access the **Basic Information** SmartForm. • In the **Principal Investigator** section, click the box next the the current PI's name and choose the new PI.



Click IRB ReferenceGuide

Changing the Principal Investigator

Step 6	• Click **Continue** and navigate to the **Study Team Members** SmartForm. • Make the needed changes to the study team listing. 
Step 6	• Make the desired modifications to the remaining pages (e.g., update your study SmartForm record, which could include updating consent forms or other study documents) • Click Save and Exit.
Step 7	• From the Modification Workspace, click **Submit** in the Next Steps menu. • The request to change PI will be effective once the modification request has been approved by the IRB. Important! Only the PI, and <u>not his/her proxy</u> can click Submit for a Modification to change the PI.