

Joining or Leaving the University of Montana as a Principal Investigator

Joining the UM:

- Transferring a project to UM IRB oversight: If you are the lead Principal Investigator (PI) of a project that you will be continuing at the UM, then you will need to (1) notify your former IRB that you will be transferring the project and follow their instructions, and (2) submit to the UM IRB a copy of the approved protocol, any amendments, and all determination letters (initial approval, amendments/modifications, continuations, and adverse event/unanticipated problem reports).
- Continuing to participate on a project that will remain under the oversight of your former institution: Contact the UM IRB and request us to set up an IRB Authorization Agreement with your former IRB. Complete and submit our [IRB Project Registration](#) form. Submit a copy of the original, approved protocol, consent forms, any amendments, and all approval letters.
- Human Subjects Protection Course: We will accept a current CITI course completion certificate (3 years old or less) from your former institution as long as it is for an IRB-approved social/behavioral or biomedical course (not RCR or GCP). When this is close to expiring, you will need to sign into the CITI program, affiliate with the University of Montana, and then complete a current course. More info at: <https://www.umt.edu/research/compliance/IRB/hspcourse.php>.

Leaving the UM:

- Transferring a project to another UM PI: Submit an amendment request to the UM IRB and request the transfer to the new PI. Copy the new PI on the request. Include the new PI's title, department, phone number, and current HSP course completion date and a copy of the certificate(s).
- Transferring a project to another institution: Submit a closure report for your project using [form RA-109](#). Contact the IRB at your new institution and follow their instructions for transferring the project to their oversight.