

How do I change the PI through the modification process?

These steps may be performed by anyone named as Research Personnel on the protocol.

1. Find the protocol using QUICK FIND at the top right of the home screen.
2. The protocol number in the Records Found screen, hover over the protocol number with your cursor and menu will appear.
3. Choose CREATE NEW and click on MODIFICATION. This will open the Modification submission package window.
4. CLICK on the Modification form and enter the full name of the new PI in the “Describe the Modification” section.
5. Fill out additional mandatory questions and LOCK the form by using lock check box in the upper right of the form. This will return you to the Modification Submission Package window.
6. CLICK on IRB Application. CLICK on lock check box to unlock the form. CLICK on Section C: Research Personnel
7. CLICK the yellow add plus sign to ADD the new PI:


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Research

Research Integrity and Assurance

- A. Instructions
- B. General Information
- C. Research Personnel**
- D. Non-Princeton Personnel
- E. Study Design
- F. Risks to Subjects
- G. Potential Benefits
- H. Withdrawal of Subjects
- I. Confidentiality
- J. Privacy
- K. Consent
- L. International Research
- M. Conflict of Interest
- N. Supporting Documents
- O. PI Assurance

C. Research Personnel

 (Add)

Name


Principal Investigator (PI)
The PI is the person who is ultimately responsible for the conduct of the study. For student-initiated research, the PI is typically the student's faculty advisor. However, the PI does not have to be your faculty advisor. For the eligibility criteria to serve as a PI at Princeton University, please see [this](#) document.

Email Communication
The IRB will send all communications to the PI. If you would like this person to also receive IRB communications about this study, please check this box.

Role in Research:

IRB Compliance Training
This information is automatically populated based on data received from the [CITI Program](#) or recorded by the IRB Office

Certification	Begin	End
-	-	-

 **PRINCETON UNIVERSITY** **Research Integrity & Assurance**
87 Prospect Ave, 3rd Floor Princeton, NJ 08544

[IRB Website](#) | [Email the IRB Of](#)

Then CLICK the Principal Investigator (PI) flag next to the new PI (please see below).

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Research

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C. Research Personnel

+ (Add)

▼

👤 Name

Principal Investigator (PI)

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8. Then please CLICK Save and lock the form by CLICKING the locked check box. This will automatically save and close the form and return you to the Modification Submission package window.
9. When you are ready, please CLICK the Submit button and the submission will be directed to either your PI or the IRB depending on the selections you made on the PI Assurance section of the Modification form.