

# NEED TO CHANGE YOUR PI?

Northeastern University  
Department of  
Human Research

The IRB requires accurate documentation identifying the active Principal Investigator (PI) for all studies. The PI is responsible for the overall conduct of the study, including regulatory compliance and oversight of all research activities.

Per [Northeastern University policy](#), students may not be designated as the PI. Accordingly, for student-initiated research, the PI is typically the faculty advisor, faculty mentor, or dissertation chair.

The PI must be identified in the Investigator Information section of the Exempt or Non-Exempt application and must sign the required PI Assurance Form. IRB review will not begin until both are complete and submitted.

Any change in PI after IRB approval, for both exempt and non-exempt studies, requires submission of a modification as soon as the change occurs. The process for submitting a PI change is outlined below:

1

## OLD PI SIGNS MODIFICATION

For all studies, exempt and non-exempt, a change of PI warrants a modification to alert the IRB of the change in research oversight. To do so, a

[modification form](#) must be filled out with a signature from the already approved PI to sign off on the changes.

## NEW PI ASSURANCE FORM

To indicate a new PI, a new [PI assurance form](#) should be filled out and signed by both the new chosen PI and the student investigator. This should be submitted with the modification.

2

## EDIT STUDY MATERIALS

An updated study protocol form should be included in the modification submission including the new PI's CITI completion date and information. Participant facing study materials still in use and new ones moving forward must also be edited to remove any mention/information on the old PI and replaced with information of the new PI.

3

## APPROVAL FROM IRB

After all modification materials have been submitted, you will be notified when they are processed by the IRB. This typically takes 2-3 business days. This notification signifies you can proceed with your study and PI change with your new documents!

4

This process must be completed as soon as PI oversight duties are switching. You should not wait to file these modifications as the IRB must be informed when oversight in the research procedures and the research team has changed.