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**University Research Ethics Board (UREB)**



**REB.FORM.021 | Amendment to Faculty/Staff Principal Investigator**

**Note** to Applicants: This form may **only** be used for MSVU Faculty/Staff PI Changes. For changes to Student PI status or non-MSVU faculty/staff, please contact ethics@msvu.ca

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| **Section A - File Information** |
| Date of Request/Submission | Click or tap to enter a date. |
| Research Ethics Clearance File Number | Click or tap here to enter text. |
| Is the Research Ethics Clearance status for this file current**/active**? | [ ]  Yes[ ]  No\* if No, please complete REB.FORM.003 Renewal Request and submit to the UREB along with this form |
| Title of Research Study | Click or tap here to enter text. |
| What is the current research status? (choose all that apply) | [ ] No recruitment to date [ ] Active recruitment [ ] Recruitment ended[ ] Active participation[ ] Participation ended[ ] Data analysis[ ] Secondary data only[ ] On hold[ ] OtherIf “Other”, please specify belowClick or tap here to enter text. |
| Research Funding Information | Tri-Council (SSHRC, CIHR, NSERC) [ ] Internal [ ]  Other External [ ] (Please specify other grantors): Click or tap here to enter text. |
| Principal Investigator or **N**ominated Principal Investigator - see [REB.INFO.001 REB Glossary of Terms.pdf (msvu.ca)](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.001%20REB%20Glossary%20of%20Terms.pdf)on funding | Click or tap here to enter text. |
| Funding Period | Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date. |

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| Section B – Outgoing Applicant Information |
| 1. Outgoing Principal Investigator or Nominated Principal Investigator  | Click or tap here to enter text. |
| 2. Department/Faculty | Click or tap here to enter text. |
| 3. Email Address (MSVU email only) | Click or tap here to enter text. |
| 4. Telephone Number | Click or tap here to enter text. |
| Section C – Incoming Applicant Information |
| 1. Incoming Principal Investigator or Nominated Principal Investigator | Click or tap here to enter text. |
| 2. Department/Faculty | Click or tap here to enter text. |
| 3. Email Address (MSVU email only) | Click or tap here to enter text. |
| 4. Telephone Number | Click or tap here to enter text. |
| 5. CORE Tutorial | **\*Attach a copy of the incoming applicant’s Course on Research Ethics Completion Certificate to this application** |
| **Section D – Additional PI/File Details** |
| Effective Date of Change | Click or tap to enter a date. |
| Does this change affect any other open REB files? | [ ]  Yes[ ]  No\* if Yes, please submit a separate REB.FORM.021 for each study |
| Is the outgoing PI leaving MSVU | [ ]  Yes[ ]  No |
| Will the study participants be notified of this change? | [ ]  Yes[ ]  No\* if NO, please provide a justification:Click or tap here to enter text. |
| Please describe the circumstances that have initiated the need for this request. | Click or tap here to enter text. |
| Is the Incoming PI already part of the research study team? | [ ]  Yes[ ]  No |
| What is the reason for replacing the Current PI with the Incoming PI? | Click or tap here to enter text. |
| Briefly describe the Incoming PI’s qualifications for this study.  | Click or tap here to enter text. |
| Does the Incoming PI, or members of their immediate family, have any conflict of interest (actual, apparent, perceived or potential) related to this study?Please refer to the [MSVU COI Policy](http://www2.msvu.ca/DocumentCentral/Documents/Conflict%20of%20Interest%20in%20Research.pdf#:~:text=If%20the%20conflict%20of%20interest%20is%20with%20a,consult%20the%20MSVU%20Board%20of%20Governors%20Conflict%20of) for details  | [ ]  Yes[ ]  NoIf yes, please explain:Click or tap here to enter text. |
| What impact will this change have on the research objectives? | Click or tap here to enter text. |
| Have all parties in this application ensured that the Incoming PI meets all eligibility requirements (e.g., finance, research grants, data access, appropriate logins, etc.)  | [ ]  Yes[ ]  NoFor either answer, please briefly explain:Click or tap here to enter text. |
| Have all members of the Research Study team been advised of this proposed change? | [ ]  Yes[ ]  No |
| Has the research study team reached an agreement with regards to status, intellectual property, authorship, data ownership, etc. ? | [ ]  Yes[ ]  NoPlease attach the updated study team agreement. |
| Will this change require a revision to existing study contracts/agreements? | [ ]  Yes[ ]  No[ ]  N/A – There is no contract/agreement for this study |
| **Section F – Applicable Study Documents** |
| **When changing a PI, please update all study-related documents (including Protocol, Letter of Information and Consent/Assent Forms, recruitment/debriefing materials, etc., if applicable)** **Please complete the table below and submit one updated copy of all documents that are affected by this change and attached to this application– ensure all revisions/updates are highlighted in YELLOW. Attach an additional sheet if needed.** |
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| **Document Title** | **Version #** | **Version Date** |
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| **Section H – Required Signatures** |
| Print Name of Outgoing PI | Click or tap here to enter text. |
| As of the “Effective Date of Change” listed above, I will no longer retain the role of Principal Investigator for this study. I hereby hand over the responsibility of the study conduct in its entirety to the person named below as the Incoming Principal Investigator. Click or tap to enter a date.  **Insert Digital Signature** Date of Signature |
| Print Name of Incoming PI | Click or tap here to enter text. |
| As of the “Effective Date of Change” listed above, I assume full responsibility for the scholarly and ethical conduct of this study and agree to conduct this study in compliance with the current edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)*, and any other relevant research regulations or guidelines. I certify that all researchers and personnel involved in this study at this institution are appropriately qualified and trained or will undergo appropriate training to fulfill their role(s) in this study. Click or tap to enter a date.  **Insert Digital Signature** Date of Signature |
| Print Name of Associate Vice-President Research  | Click or tap here to enter text. |
| I am aware of this change in Principal Investigator or **N**ominated Principal Investigator. I consider it to be feasible and appropriate. I attest that the Incoming Principal Investigator who will assume responsibility for the conduct of this study is qualified by education, training, and experience to assume the role of Principal Investigator for this study. Click or tap to enter a date.  **Insert Digital Signature** Date of Signature |

**Please follow all of the submission requirements below:**

**Submission Process:**

1. Researchers must submit the application electronically to ethics@msvu.ca
2. Please note that recruitment and data collection may not begin until a certificate of Research Ethics Clearance has been issued.
3. Researchers may **only** use letters and/or numbers for file names and must refrain from using any special characters (e.g., #; &; etc.).
4. All documents in the appendices must be clearly labeled and reflect how they are referenced in the application.
5. Note -  **only 2 attachments** are permitted for submission– the application (1) and the combined appendices (2)
6. Application packages shall only be accepted in the form of Word documents (\*.doc or \*.docx) or Portable Document Format (\*.pdf)

For details on specific submission criteria, please see the following Guidance Documents:

* [REB.INFO.401](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.401%20Faculty%20and%20Staff%20Submission%20Process.pdf) – Faculty & Staff
* [REB.INFO.402](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.402%20Graduate%20Student%20Submission%20Process.pdf) – Graduate Students
* [REB.INFO.403](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.403%20Undergraduate%20Student%20Submission%20Process.pdf) – Undergraduate Students

**Complete Package Checklist:**

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|[ ]  Complete and signed application |
|[ ]  Copy of CORE Certificate for Incoming Principal Investigator or Nominated Principal Investigator |
|[ ]  Copies of all Study Appendices that require modification |
|[ ]  Research Team Agreement (if applicable) |
|[ ]  Other: Click or tap here to enter text. |
| Please ensure that if this study involves research support services (e.g., Research Office, IT&S, Financial Services, etc.) from other MSVU departments or programs, that they are informed of the change to PI |

*Acknowledgement:* The University Research Ethics Board wishes to acknowledge that this form has been adapted from similar forms developed by North York General Research Ethics Board and WayPoint Centre for Mental Health, as well as guidance documents from Canadian Institutes of Health Research, National Institute of Allergy and Infectious Diseases, and University of Wisconsin.