|  |  |
| --- | --- |
|  | **DREXEL UNIVERSITY’S INSTITUTIONAL BIOSAFETY COMMITTEE****BIOSAFETY PROTOCOL APPLICATION*****Change in Principal Investigator Amendment Form (Form G)*** |
| ***General Considerations**** *For the purposes of this form, the investigator who is relinquishing responsibility for the IBC-approved protocol(s) is called the Departing Principal Investigator (PI). The person assuming responsibility for the protocol(s) is called the Incoming PI.*
* *The person chosen to assume responsibility for this work must be eligible to be a Principal Investigator (PI).  Refer to* [*ORI 002-Procedures for Principal Investigator Eligibility and Responsibilities*](https://drexel.edu/~/media/Files/research/New%20Site/6_Compliance/guidelines/ORI%20002%20Procedures%20for%20Principal%20Investigator%20Eligibility%20and%20Responsibilites%20Final.ashx?la=en) *for PI eligibility requirements.*
* *In addition to meeting PI eligibility requirements, the Incoming PI must have experience in the scope of work to provide appropriate oversight of the project and personnel.*
* *If the reason for the change in PI is due to the departure of a Principal Investigator from Drexel University, the departing PI is advised to reference the* [*ORI-003 Investigator Guidance - Departing Faculty Checklist.ashx (drexel.edu)*](https://drexel.edu/~/media/Files/research/New%20Site/6_Compliance/guidelines/ORI-003%20Investigator%20Guidance%20-%20Departing%20Faculty%20Checklist.ashx?la=en) *and notify the IBC Office at* *IBC@drexel.edu* *of their departure at least 60 days in advance of departure.  The PI change must be completed before departure.*
* *Changing a PI on an approved protocol requires an amendment to the existing protocol.  A change in PI is considered a significant amendment which requires full committee review at a convened meeting.  Refer to the IBC calendar, found on the* [*IBC webpage*](https://drexel.edu/research/compliance/environmental-health-safety/biosafety/)*, for submission deadlines.  Please contact the IBC Office at* *biosafety@drexel.edu* *immediately if changes are required before the committee is scheduled to meet.*
* *If the IBC protocol has a corresponding IACUC or IRB protocol, the PI must also be changed on these protocols.  The change in PI will occur in parallel. Please refer to the respective office for their change in PI procedures.*
* *A change in PI may necessitate changes in existing agreements (e.g., MTA or NDA). If relevant, contact* *applied\_innovation@drexel.edu* *for more information.*
* *The IBC has the right to ask the new PI to submit a full protocol for IBC FCR. The IBC may choose to schedule a meeting with the Incoming PI following the approval to review the biohazardous materials covered on the protocol and discuss prior experience working with the materials.*

***Instructions**** *Complete this form to register a change in principal investigator (PI) responsible for IBC-approved research projects.*
* *One form can be submitted to register a change in PI for multiple IBC-approved protocols. The protocol titles for all protocols must be included in Section 1.*
* *If you have questions about this form or the application process, please contact IBC Administrator by e-mail (**biosafety@drexel.edu**).*
 |

|  |
| --- |
| PROJECT AND PI INFORMATION |
| Protocol Title (s) (as approved)      |
| Name of Departing PI (as approved)      |
| Name of Incoming PI      |
| Indicate the reason for changing the PI on the IBC-approved research project(s)      |
| Date that the change in PI will be effective (mm-dd-yyyy)      |
| Biohazards associated with the IBC-approved protocol(s) include (check all that apply):[ ]  Recombinant and synthetic nucleic acid molecules (generation, *in vivo,* or *in vitro* use of rDNA) (at least one Form B)[ ]  Chemical carcinogens/mutagens or cytotoxic agents (at least one Form C)[ ]  Biohazardous agents or rDNA in animals (at least one Form D) |
| * In the following table, provide the name of Drexel University PI to assume responsibility and oversight of the IBC-approved protocol(s) listed above. The Incoming PI must have completed BioRAFT-based laboratory safety training within the last 12 months. Please note that the training completion date should be entered in the mm-dd-yy format.
* If the “Shipping Biological Materials” and/or “Recombinant DNA Materials” modules were completed through BioRAFT within the last 12 months, check the appropriate box(es) in the table.

To complete laboratory safety training, the Incoming PI must go to <https://drexel.bioraft.com> and log in using their DrexelOne user ID and password.  |
| *Incoming PI who will assume responsibility and oversight of the IBC-approved protocol(s) listed above* |
| *Name of incoming PI* | *Date of BioRAFT training* | *rDNA Module Completed* | *Biohazard Material Shipping Module Completed* |
|       |       | [ ]  | [ ]  |

|  |
| --- |
| CERTIFICATION BY THE DEPARTING PRINCIPAL INVESTIGATOR |
| **I certify that the Incoming PI named above will assume the role of PI on IBC-approved protocol(s) previously approved under my name. The Incoming PI will assume responsibility for the biosafety aspects of work performed under the approved protocol(s) on the effective date indicated above. After that date, I relinquish my responsibilities as PI on the protocol(s).** |
| Signature of Departing Principal Investigator | Date      |

|  |
| --- |
| CERTIFICATION BY THE INCOMING PRINCIPAL INVESTIGATOR |
| **I agree to follow the above IBC protocol(s) previously approved under the Departing PI. On the effective date above for the PI change, I will assume all responsibility for the biosafety aspects of work performed under the protocol(s).** |
| Signature of Incoming Principal Investigator | Date      |

SUBMISSION INSTRUCTIONS:

*Once you have completed this form, convert the completed form directly to an Adobe PDF file and electronically sign the form using the E-signature feature of Adobe Acrobat. Alternatively, print the completed form, add your signature, and scan it to create an Adobe PDF file. Send the completed form by e-mail as an attachment to* *biosafety@drexel.edu**.*