




EMS Research Steering Committee

Nova Scotia EMS Research

Standard Operating Procedure

SOP #: 8	Title: Departure of Principal Investigator from EHS/Dalhousie/NSHA	
Approval Date: 2013 11 26	Review Date: 2017 12 04	Revision Date: 2015 12 04
Signature of SOP Sub-committee Chair: 		

DEFINITIONS

1. **PRINCIPAL INVESTIGATOR:** The researcher who holds overall accountability for a research project. The PI is responsible for the delegation of research tasks and holds final decision making ability in a team research environment.
2. **SPONSOR:** An individual, company, institution, or organization which takes responsibility for the initiation, management, and/or financing of a research project.

PURPOSE

1. A principal investigator (PI) must transfer their responsibilities to another investigator if they intend to leave the organization(s) and/or are no longer able or willing to act as a PI for a study.
2. The departing PI shall be responsible for locating a qualified replacement PI.
3. The departing and incoming PIs must inform the REB, EMS RSC and any sponsors in writing.
4. The PI remains accountable for the study until a replacement PI is in place.

These research SOPs are adopted with permission from the NSHA Research Manual. Researchers are responsible to follow the policies and procedures of their research ethics board and research financial services departments.

The most recent version of these SOPs may be found at: <http://emergency.medicine.dal.ca/DivEMS.cfm>



PROCEDURE

1. The departing PI shall:
 - a. Identify a qualified PI to replace him/her and ensure they agree to become PI for the study or studies.
 - b. Complete any relevant documentation absolving him/her of legal, ethical and financial responsibility for the project.
 - c. Inform the REB of the change in study personnel roles.
 - d. Inform the EMS RSC of the change in study personnel roles at ems@dal.ca.
 - e. Ensure that all REB documentation and study planning documents are given to the incoming PI.
 - f. Ensure that any stored or collected data be transferred to an incoming PI.
 - g. Follow intellectual property policy if he/she wishes to retain intellectual rights associated with the research material.
2. If the PI is requesting to relinquish responsibility due to a medical leave or leave of absence, the PI shall indicate the expected length of their leave to determine if the study can be resumed when the PI returns from leave.
3. If the PI is requesting to remain part of the study but no longer wishes to act as a PI, then he/she shall hold his/her position until a suitable replacement can be found.
4. If the study has a supervising investigator, they may become PI, or seek a replacement.
5. Research Grants and Accounts. The PI must contact the granting agency and institution administering the funds to determine if a grant can be transferred to another PI.

ABBREVIATIONS

1. EHS: Emergency Health Services
2. PI: Principal Investigator
3. REB: Research Ethics Board
4. RSC: Research Steering Committee

RELATED SOPs

1. SOP 7. Responsibilities of the Principal Investigator
2. SOP 9. Delegation of Study Duties

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REFERENCES

1. NSHA, *Research Manual- Intellectual Property*, June, 2005. Retrieved from: http://policy.nshealth.ca/Site_Published/DHA9/PolicyManuaiView.aspx

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