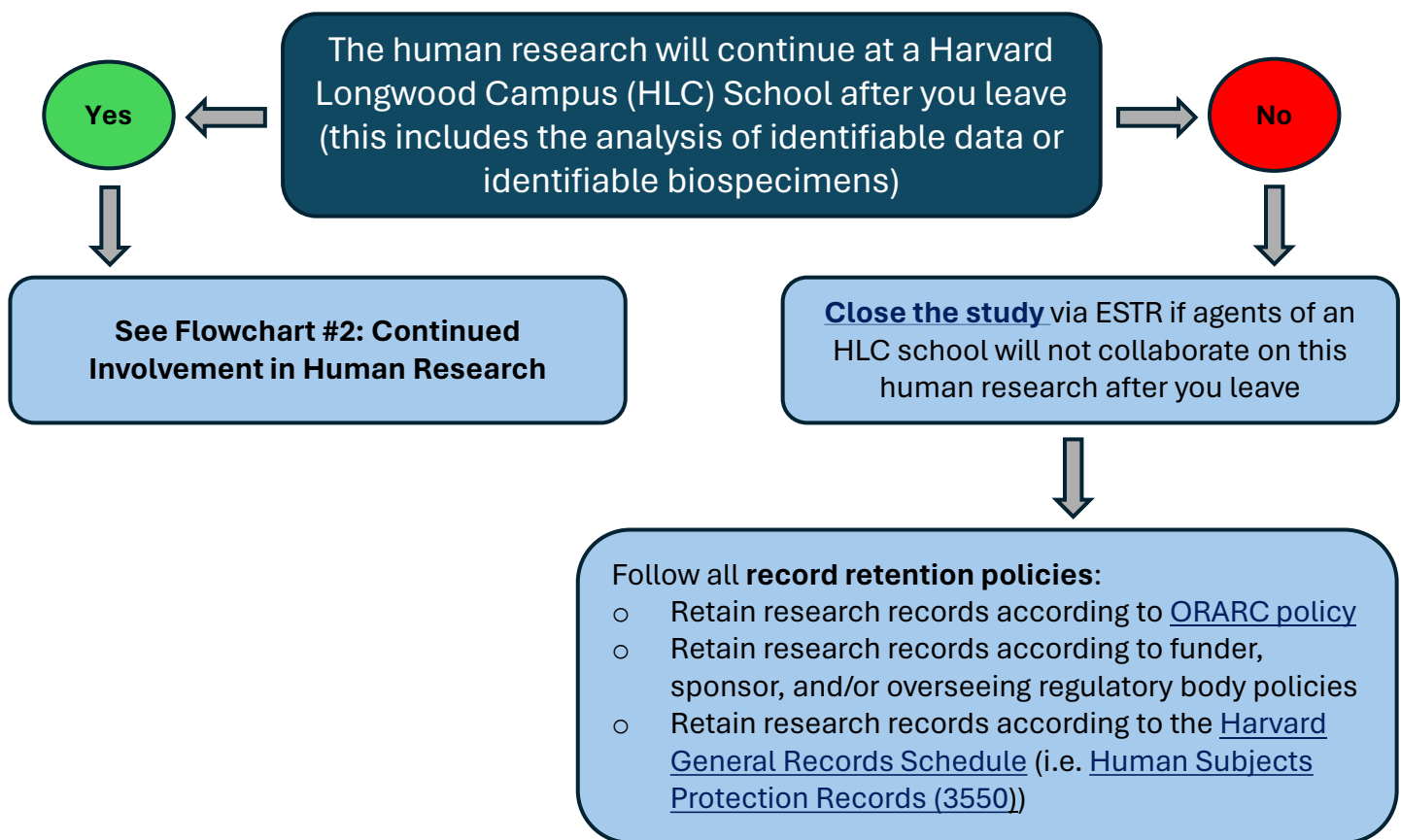


Step 1: Identify all active human research applications on file in [ESTR](#) (the IRB's electronic submission, tracking and reporting portal), including protocols where a Harvard Longwood Campus (HLC) School (T.H. Chan School of Public Health, Harvard Medical School, Harvard School of Dental Medicine) is relying on IRB review by another institution. If you are not involved in human research at an HLC School, stop here.

**Note: The HLC IRB's review and approval of your human research activities cannot/will not continue after the termination of your appointment. Unless an agreement has been made in advance, the HLC IRB may unilaterally close the human research record in ESTR upon notification of your departure.*

Step 2: For **each** human research project in which you are involved (either as PI or as a member of study team) complete the steps in the following flowchart(s).

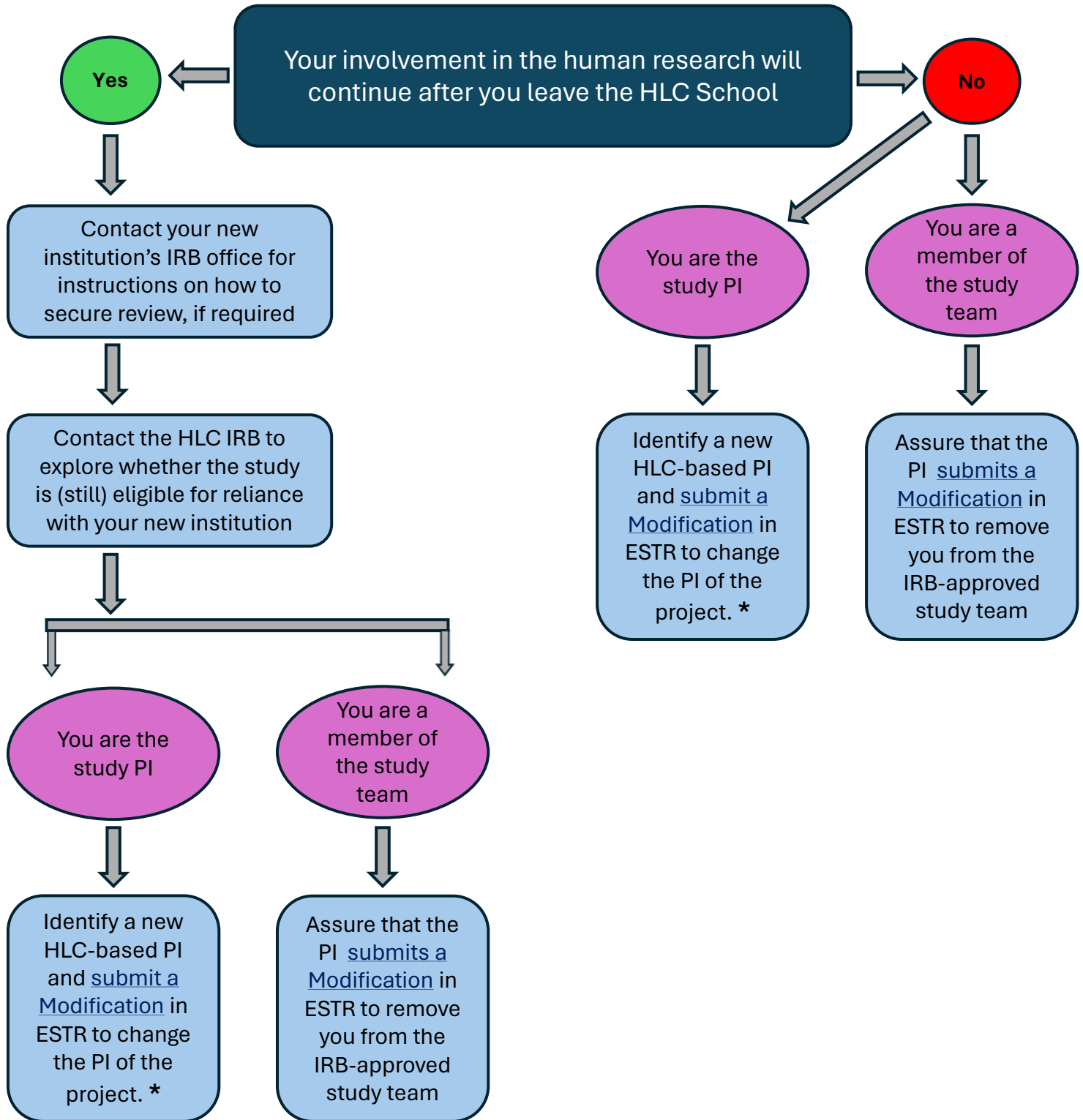


Other Considerations:

- If you are **transferring funding** to a new institution: Ensure that your new institution and their contact information are updated with the sponsor.
- If the study is a **Clinical Trial**: Update the ClinicalTrials.gov record to ensure the PI's institution, contact information, and the listed responsible party are all accurate. See the HLC [Clinicaltrials.gov FAQ](#) page for additional information.
- If the study involves an **FDA-regulated drug or device**: Ensure the PI's institution and contact information are accurate on the IND or IDE.

Flowchart #2: Continued involvement in the human research

For **each** human research project in which you are involved (either as PI or as a member of study team) complete the steps in the following flowchart:



* If the HLC IRB is relying on review by another IRB, additionally report the change to the reviewing institution (likely via a modification submitted by the reviewing institution's PI)