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).

The human research will continue at a Harvard Longwood Campus (HLC) School after you leave (this includes the analysis of identifiable data or identifiable biospecimens)

Yes

See Flowchart #2: Continued Involvement in Human Research

No

Close the study via ESTR if agents of an HLC school will not collaborate on this human research after you leave

Follow all record retention policies:
- Retain research records according to ORARC policy
- Retain research records according to funder, sponsor, and/or overseeing regulatory body policies
- Retain research records according to the Harvard General Records Schedule (i.e. Human Subjects Protection Records (3550))

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:

Yes

Your involvement in the human research will continue after you leave the HLC School

Contact your new institution’s IRB office for instructions on how to secure review, if required

Contact the HLC IRB to explore whether the study is (still) eligible for reliance with your new institution

You are the study PI

Identify a new HLC-based PI and submit a Modification in ESTR to change the PI of the project. *

You are a member of the study team

Assure that the PI submits a Modification in ESTR to remove you from the IRB-approved study team

No

You are a member of the study team

Assure that the PI submits a Modification in ESTR to remove you from the IRB-approved study team

You are the study PI

Identify a new HLC-based PI and submit a Modification in ESTR to change the PI of the project. *

You are a member of the study team

Assure that the PI submits a Modification in ESTR to remove you from the IRB-approved study team

You are a member of the study team

Assure that the PI submits a Modification in ESTR to remove you from the IRB-approved study team

You are the study PI

Identify a new HLC-based PI and submit a Modification in ESTR to change the PI of the project. *

* 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)