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Institutional Review Board

**office:** Research 1, 1735 NDSU Research Park Drive, Fargo, ND 58102

**mail:** NDSU Dept. #4000, PO Box 6050, Fargo, ND 58108-6050

**p:** 701.231.8995 **f:** 701.231.8098 **e:** ndsu.irb@ndsu.edu **w:** [www.ndsu.edu/irb](file:///%5C%5Cad.ndsu.edu%5Cshared%5CVPRCATT%5CShared%5CIRB%5CReview%20and%20Approval%5CCONTINUING%20REVIEW%5Cwww.ndsu.edu%5Cirb)

**Add, Remove or Change Personnel**

***Use this form to request to add, remove or change the role of personnel on an approved IRB application. This request must be submitted by the current PI. Include with this form any updated consent forms, recruitment documents, or any other previously approved materials which will reflect the personnel change.***

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| **Protocol Information** |

Protocol #:  Title:

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| Principal investigator:   | Co-investigator:       |
| Department:       | Department:       |
| E-Mail/Campus Address:       | E-Mail/Campus Address:       |

Does the change involve a change in principal or co- investigator?

[ ]  No

[ ]  Yes.

Please list the new PI/Co-Investigator and departmental affiliation:

![C:\Users\Kristy.Shirley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VGGU6D80\MC900239185[1].wmf]()*This request should be submitted by the current PI, copying the new principal and co-investigators and the relevant department chair, dean, or director.*

***Research Team:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, Dept. | Email address | Role in research | IRB Training date (office use) | Add/Delete |
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***Conflict of Interest disclosure****.*

Does any investigator responsible for the design, conduct or reporting of the project (including their immediate family members) have a financial, personal or political interest that may conflict with their responsibility for protecting human participants in NDSU research?

(*SOP 6.2* *Conflict of Interest in Human Research, Investigator and Research Team)*

[ ]  No – As PI, I attest that I have conferred with my co-investigators and key personnel and confirmed that no financial, personal or political interests currently exist related to this research.

[ ]  Yes – Describe the related financial, personal or political interests, and **attach documentation of COI disclosure and review** *(as applicable).*

Financial, personal or political interests related to the research (the sponsor, product or service being tested, or a competing product or service) may include:

* compensation (e.g., salary, payment for services, consulting fees)
* intellectual property rights or equity interests
* board memberships or executive positions
* enrollment or recruitment bonus payments

(Refer to *NDSU Policy 151.1, External Activities and Conflicts of Interest, and NDSU Policy 823, Financial Disclosure – Sponsored Projects* for specific disclosure requirements.)

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**Principal Investigator signature, date**

*![C:\Users\Kristy.Shirley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VGGU6D80\MC900239185[1].wmf]()In lieu of a written signature, submission of this report via the Principal Investigator’s NDSU email constitutes an acceptable electronic signature.*

- - - - - - - - - -FOR IRB USE ONLY - - - - - - - -

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| [ ]  Approved IRB Signature: Date: |