

## Children's Wisconsin Human Research Protection Program

## **Study Staff Transition Form**

Instructions: This form is to be used during a transition of study coordinators. You may duplicate sections and/or edit as necessary. This document is intended to supplement the Research Onboarding Checklist (<a href="https://www.mcw.edu/departments/research-training/clinical-research-support/New-Staff-Onboarding">https://www.mcw.edu/departments/research-training/clinical-research-support/New-Staff-Onboarding</a>), however, the responsibility of ensuring adequate training and onboarding for study protocols, is still within the Principal Investigator's oversight.

Project Information	
Study ID:	Last Review Date:
Principal Investigator:	
Study Title:	
Primary Person Responsible:	
Backup Person Responsible (if	person identified):
Protocol Review/Training Provide	ed by:
A	de la Blatta de la lacación de la constanta de
Access verification to IRB Subn	nission Platform (to be completed at the time of transition)
New Person Accepting Study Co	ordinator Role:
Sign-off by Principal Investigato	r (signature here):
Access Granted On:	
Continuing Review Due Date:	
Other Important Project Dates:	
Note:	
Location of important resources	(records, ICFs, medications, study-related materials,

etc.):



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Resource Personnel	
Contact:	Contact Information:
Resource For:	 
Contact:	Contact Information:
Resource For:	I
	s: What actions need to be reviewed and/or action needs to be responsibility of this project?
Contact to request access from	
Contact to request access from	
Contact to request access from	
Project specific training needed:	
Principal Investigator Acknowledgement of Plan	
PI Name:	
Signature:	Date: