

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 (<https://www.mcw.edu/departments/research-training/clinical-research-support/New-Staff-Onboarding>), 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 Provided by:****Access Verification to IRB Submission Platform (to be completed at the time of transition)****New Person Accepting Study Coordinator Role:****Sign-off by Principal Investigator (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.):**

Study Staff Transition Form**Resource Personnel****Contact:****Contact Information:****Resource For:****Contact:****Contact Information:****Resource For:**

Immediate Safety Actions: What actions need to be reviewed and/or action needs to be taken upon transitioning responsibility of this project?

- 1.
- 2.
- 3.

You will need to obtain access to the following:

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:**