



Research Protections Office

Plans for Research Protocols Requiring Compliance Oversight

The University and RPO have regulatory and operational considerations that need to be addressed when individuals wish to continue their research activities post-retirement. If you wish to continue your research activities:

- Step 1. Complete this form and submit to irb@uvm.edu. This will notify the RPO to keep your current protocols active until this process is complete.
- Step 2. Follow the procedures listed under #3 below to obtain a Research Affiliate appointment.
- Step 3. Submit the appointment letter to irb@uvm.edu to complete the process and allow you to continue your research activities.

1. Indicate the types of research protocols you have approval for at the time of retirement.

☐ Human Participants ☐ Vertebrate Animals ☐ Biohazardous Materials in Labs

2. What is your role(s) in the research project(s)?

☐ Principal Investigator ☐ Key Personnel

3. To continue in either of these roles, please follow the steps outlined below. Note: To continue post-retirement as a Principal Investigator you must also be Emeritus of UVM.

1. Submit a request or notification to your Department Chair articulating your current or future projects.
2. The Chair provides favorable recommendation to the Dean that you remain as PI or be eligible for PI role in future.
3. If the Dean is supportive of the Chair's recommendation and your request, then your Dean's office submits a request for appointment as an "unsalaried Research Affiliate" through Human Resources (Faculty Services), the same way in which they request any other faculty appointment.
4. Human Resources will review and forward it to the Provost's office.
5. The request is then reviewed by the Vice Provost for Faculty Affairs.
6. If approved, you will receive a formal appointment letter as a Research Affiliate.
7. Once you receive the formal appointment letter send a copy to the IRB for documentation and continued oversight of your research activities at UVM.

This process went into effect July 1, 2024.