



Research Protections Office

Plans for Research Protocols Requiring Compliance Oversight

The purpose of this worksheet is to identify researchers who wish to continue as either Principal Investigators (PI) or key personnel (KP) on approved protocols post-retirement.

1. Do you wish to continue conducting research with human subjects, vertebrate animals, or biohazardous materials in the laboratory post-retirement?

Yes, continue No/Not Applicable, proceed to next HR form

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

PI KP

3. To continue in either role, please follow the steps outlined below. Please note that for PI status you also need to have Emeritus status.

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 goes into effect July 1, 2024.