

Memo For change of Supervisor of the Thesis

Date:

To: Chairman

Institutional Review Board, BMU

From supervisor:

Subject: Request for Change of Supervisor

To ensure continuation of research activities and full compliance to IRB agreements, I propose to (fromto2025, until the end of the study) handover the authority of the Guide/ Principal Investigator for the protocol in which I am the current PI/ Supervisor/Guide, as described below:

Protocol No#	Grant #	Thesis/ Protocol Title	Name of the proposed PI/Guide/Supervisor

Signature of the outgoing PI/Guide: Date:

Declaration of the proposed PI/ Guide/Supervisor:

1. I accept to undertake the responsibilities of the protocol/Thesis as PI/Guide/Supervisor as per IRB guidelines and University policy
2. I have received the approved latest version of the protocol (including addendums), approval letters of the IRB, and updated data file(s), related documents (if applicable) from the outgoing PI/Supervisor/ Guide.
3. I will submit the project completion reports to the IRB.
4. I will submit the technical and financial reports and the project completion reports to the sponsor, as laid down in the Grants agreement. (Applicable for the Projects)
5. I will hand over the above delegated responsibilities and all updated documents, data files and stored specimens (if applicable) to the original PI upon his/her return to BSMMU (applicable for temporary PIs)

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Signature of the new PI
Chairman

Date:

Signature of the

Date: