(Insert Date)

Dear (insert participant’s name),

RE: **Change of PI Notification**

We are contacting you regarding your participation in the research project titled (STUDY ID# and title).

There has been a change in the person leading the research project, also known as the Principal Investigator (PI). (Insert oldPI’s name) will no longer be leading the project. The new PI’s name is (Insert new PI’s name).

The new PI will have access to the information collected about you during the research project.

**Please contact the NEW Principal Investigator to:**

* Obtain more information about the study
* Ask a question about the study procedures or treatments
* Report an illness, injury, or other problem (you may also need to tell your regular doctors)
* Leave the study before it is finished
* Express a concern about the study

If you have questions regarding this letter, please contact:

[Enter PI’s name, department, address, and phone number]

[Note: You can also include the study coordinator’s name and phone number in addition to the NEW PI].

Sincerely,

(Enter name of new PI)