

# Faculty Departure Checklist

## SPACE/FACILITIES/EQUIPMENT REQUIRED ACTIONS

- Outline all space occupied.
- Contact Office of Sponsored Programs (OSP) [osp@une.edu](mailto:osp@une.edu) to relinquish equipment to new institution if funded by grant.
- Contact OSP to determine if an MTA (Material Transfer Agreement) is needed.
- Place work orders for the removal of decontaminated equipment to other laboratories or for inventory/disposal.
- Submit ticket with ITS to re-image devices.
- Contact EHS for:
  - Certificates of Decontamination for equipment and laboratory
  - Disposal of hazardous waste
  - Proper labeling of all hazardous materials that will not be disposed
  - Shipping/transport of chemical, biological, or radioactive materials to another institution.

## GRANT/CONTRACT REQUIRED ACTIONS

- Alert OSP at least 60 days prior to the faculty member's last day of all grants, agreements, and subcontracts that will need to be transferred or closed out.
- Set up meeting with Grant Accounting [PostAward@une.edu](mailto:PostAward@une.edu) to discuss outstanding expenses, etc.
- Complete all sponsor reporting requirements BEFORE departure.
- Alert department Chair and OSP of closeout dates.
- If transferring to other institution, provide contact info for new OSP.
- Notify collaborating institutions that subawards will be amended and reissued from new institution.
- Upload results, close out records, and fulfill any other applicable requirements as outlined on ClinicalTrials.g

## DATA MANAGEMENT AND SECURITY REQUIRED ACTIONS

- Give all original documents (data and research records) from extramurally funded research to OSP.
- Give all original documents (data and research records) relating to Intellectual property to OSP.
- Give all other original documents (data and research records) to the Department Chair for archiving

## INTELLECTUAL PROPERTY REQUIRED ACTIONS

- Coordinate with OSP to ensure proper closeout of existing confidential disclosure agreements.
- Review terms of original MTA
  - Get permission from the original provider before Materials are transferred.
  - Contact Tech Transfer office at new institution to establish new MTA
  - Obtain permission from the sponsor before transferring any provided information

## IRB REQUIRED ACTIONS

- Send the following information to [irb@une.edu](mailto:irb@une.edu)
  - Specify the IRB # of the research project(s) that you are involved with (either as a PI, research team member, or faculty advisor).
  - For each project identified above, indicate if data is still being collected from research participants and/or is identifiable data still being accessed/used/analyzed.
- If research data will requires transfer to another institution, contact [irb@une.edu](mailto:irb@une.edu)

## IACUC REQUIRED ACTIONS

- Send the following information to [iacuc@une.edu](mailto:iacuc@une.edu)
  - Specify the IACUC # of the research project(s) that you are involved with at UNE (either as a PI, research team member, or faculty advisor).
  - For each project, indicate if the project is still active or has been completed.
- For each project, indicate if any animal colonies at UNE are still in existence.
- If research data will require transfer to another institution, contact [iacuc@uen.edu](mailto:iacuc@uen.edu)

## IBC REQUIRED ACTIONS

- Send the following information to [ibc@une.edu](mailto:ibc@une.edu)
  - Specify the IBC # of the research project(s) that you are involved with at UNE (either as a PI, research team member, or faculty advisor).
- For each project, indicate if the project is still active or has been completed.

## HUMAN RESOURCES REQUIRED ACTIONS

- Notify HR at least 60 days prior to grant end date with names of employees who will be terminated.
- Complete the HR Exiting Employee Checklist.
- Check Payroll Calendar for any applicable payroll cutoff date.
- Retrieve any university assets, such as computer, cell phones, etc.

Department Head/Chair Signature

Date