

Faculty Departure Checklist

SPACE/FACILITIES/EQUIPMENT REQUIRED ACTIONS

Outline all space occupied.

Relinquish equipment to new institution if funded by grant. Or set up market value sale for non-federally purchased equipment.

Contact OTD to determine if an MTA (Material Transfer Agreement) is needed.

Place work orders for the removal of decontaminated (green stick-ered) equipment to other laboratories or for disposal.

Submit ticket with IS&T to re-image device and remove BU-licensed software.

Contact EHS for:

- Certificates of Decontamination for equipment and laboratory
- Disposal of hazardous waste
- Decommissioning rooms with radiological material use
- 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 SP 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.

Complete all sponsor reporting requirements BEFORE departure and cc SP

Alert department admin and PAFO of closeout dates.

If transferring to other institution, provide contact info for new DA and PAFO.

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.gov.

INTELLECTUAL PROPERTY REQUIRED ACTIONS

Give all original documents (including data and research records) to Department chair.

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 of new institution to establish new MTA
- Obtain permission from the sponsor before transferring any provided information

IRB REQUIRED ACTIONS

Contact the IRB to closeout all existing protocols.

Contact your IRB to obtain approval of data transfer.

IACUC REQUIRED ACTIONS

Contact IACUC to closeout all existing protocols and provide any necessary information required to meet the compliance regulations.

Notify ASC in regards to any animal colonies.

IBC REQUIRED ACTIONS

Send IBC protocol closure form via email to IBC@bu.edu.

RADIATION PERMIT REQUIRED ACTIONS

Send written notification to the Radiation Safety Committee including exact date of departure, date of termination of permits, and new contact info, if applicable.

PERSONNEL REQUIRED ACTIONS

Notify HR at least 60 days prior to grant end date with names of employees who will be terminated.

Terminate employees in BUWorks.

Contact your Graduate Program to identify new mentor.

Notify the Postdoc office at postdocs@bu.edu of departure.

Complete the HR Exiting Employee Checklist.

Check Payroll Calendar for any applicable payroll cutoff dates.

For employees on visas, correspond with ISSO.

Retrieve any university assets, such as computers, phones, etc.

Cancel and return parking permit through Employee Self Service or at the parking office.

Submit an IS&T ticket to extend email, if applicable.

Department Head/Chair Signature

Date