BOSTON UNIVERSITY

Faculty Departure Checklist

Outline all space occupied. Contact EHS for: Relinquib equipment to new institution if funded by grant. Or set up market values als for non-federally puncheds equipment. - Contact EHS for: Contact OTD to determine if an MTA (Material Transfer Agreement) is needed. - Deposed of hazardous waste Place work orders for the removal of decontaminated (green stock-red) equipment to other institution of new DA institution. - Proper labeling of all hazardous materials that will not be disposed on to cosed out. CRANT/CONTRACT REQUIRED ACTIONS - Proper labeling institutions. Provide contact info for new DA and PAFO. 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 cosed out. If transferring to other institution, provide contact info for new DA and PAFO. Alert department admin and PAFO of closeout dates. Upload results, dose out records, and fulfill any other applicable requirements as outlined on ClinicalTraits gov. INTELLECTUAL PROPERTY REQUIRED ACTIONS Review terms of original MTA Give all original documents (including data and research records) to partiment chair. - Contact Hen TRasher office of new institution to establish new MTP Outlant particulate MID SP to ensure proper closeout of existing confidential and priorider before Materials are transferred. - Contact Hen TRasher office of new institution to establish new MTP Contact He IRB to closeout all existing protocools. Contact Your IRB to obtain	SPACE/FACILITIES/EQUI	PMENT REQUIRED ACTIONS	
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