



UNIVERSITY OF TOLEDO FACULTY DEPARTURE CHECKLIST

Name:

College:

Department:

Graduate Students and Postdoctoral Researchers

Are you intending to take any of your laboratory personnel (postdoctoral researchers, research associates, graduate students) to another institution? Yes No

For graduate students planning to transfer to another institution, have you investigated the transfer credit options to determine the impact on their time to degree completion? Yes No

Which of your laboratory personnel will remain at The University of Toledo?

For graduate student advisees remaining at The University of Toledo, please provide information about who will be responsible for their mentoring and continued funding/financial support until degree completion.

Graduate Student	Rocket Number	Mentoring & Continued Support
1.		
2.		
3.		
4.		
5.		

For postdoctoral researchers remaining at The University of Toledo, please provide information about who will be responsible for assuming their supervision and financial support.

Postdoctoral Researcher	Rocket Number	Supervision & Financial Support
1.		
2.		

Research and Sponsored Programs

Do you currently serve as the Primary Investigator (PI) on a grant/contract or other sponsored projects? Yes No

Have all progress reports have been submitted to the sponsor? Yes No

Are you intending to transfer your grant/contract or other sponsored project to another institution? Yes No

For grant/contract transfer requests to your new institution, please provide the RSP # or Banner Index # and the contact information for the new institution's research office.

New Institution:

Contact Name:

Phone:

Email Address:

For each grant/contract remaining at UToledo, list the individual who will assume PI duties. For grants/contracts transferring, leave PI name blank.

<u>RSP # / Banner Index #</u>	<u>UToledo Principle Investigator</u>
1.	
2.	
3.	
4.	
5.	

Have you contacted your program manager(s) or sponsor(s) regarding transfer of your award(s) to your new institution or change of PI for awards remaining at UToledo? Yes No

If yes, please list the sponsors you have contacted:

Membership in University Research Committees (Check All That Apply)

COI IACUC IBC IRB Patent Committee

Animal Research, Controlled Substances & Dangerous Drugs (Check All That Apply)

- I have controlled substances and will properly dispose of them according to UToledo Guidelines.
- I have dangerous drugs (prescription pharmaceuticals) and will properly dispose or transfer them to a TDDD license holder.
- I conduct animal research at UToledo
- I have notified the IACUC office to close out or change PI on my current IACUC protocols (IACUC@UToledo.edu)
- I have animals currently housed at UToledo and have made arrangements for their disposition (Check All That Apply)
 - Animals will be used in an experiment/euthanized prior to my departure.
 - Animals will be transferred to a UToledo PI. Full Name of PI:
 - Animals will be shipped to my new institution by DLAR.
 - I have initiated an MTA to ship the animals.
 - I have made arrangements with DLAR or my department to pay outstanding care costs/per diems.
 - I have removed all equipment from the DLAR space

Biohazardous Research, Chemicals & Waste Disposal (Check All That Apply)

- I conduct biohazardous research and have notified the IBC office to close out or change PI on all of my current protocols (IBCCommittee@utoledo.edu)
- I will dispose of all of my biohazardous materials and notified Environmental Health and Radiation Safety of any specialized disposal needs.
- I will disinfect my research equipment. Any equipment that has been used for BSL-2 or higher requires the Biological Equipment Clearance form.
- I will arrange for disposal of hazardous wastes and disposal or transfer of chemicals and materials, as needed.

Research Data

Research data includes laboratory notebooks, as well as any other primary records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results, regardless of the form of the media on which they may be recorded.

Research data is retained by the University for a minimum of five years after the final project closeout. In addition, any of the following circumstances may justify longer periods of retention:

1. If the terms of a sponsored research agreement administered by the Office of Sponsored Programs or other university unit requires a longer retention period; or
2. Data is related to a patent application the University has filed. Data used to support a patent or copyright application must be archived for a minimum of twenty years or such other time as required by the Technology Transfer Office.

Primary research data may be transferred only with written approval of the relevant college dean and Vice President for Research and with the written approval of the new institution. Written approval of the new institution must provide the following at a minimum: (i.) Adoption of the new institution of all custodial responsibilities for the data, including acceptance of all university and federal security requirements for restricted data that is transferred; (ii). Formal recognition by the new institution of The University of Toledo's continued ownership of the data; and (iii). Guaranteed access by The University of Toledo to the primary data, should such access become necessary.

I have provided the Chair of my department all primary research data and any associated lab notebooks and materials from my research conducted at the University. Please note that you may make copies of the lab notebooks for future reference.

Material Transfer

I contacted the Technology Transfer Office to ensure proper closeout of existing Material Transfer Agreements. Materials to be transferred to another institution will most likely require a new Material Transfer Agreement to be processed between the providing entity and the receiving entity. I will not transfer material, such as specimens, cell lines, reagents, etc. without the appropriate agreement in place or permission from the provider.

I contacted the Technology Transfer Office to ensure proper closeout of existing Confidential Disclosure Agreements. I will review terms of agreements to ensure that any information that I was provided is handled accordingly.

Patents & Inventions

I do not have any previously undisclosed intellectual property.

I have submitted an invention disclosure for any previously undisclosed intellectual property to the Technology Transfer Office.

If you have a pending patent application, an issued patent, or are the creator/inventor of licensed intellectual property, please provide your private email address and home address.

Email Address:

Home Address:

Cell Phone Number:

Human Subject Research

I am the PI of an open IRB study.

Industry Funded Study - I have notified the JCCTR of my departure.

I am planning to transfer my study to an IRB not associated with UToledo.

I submitted an application to the new institution's IRB.

If applicable, I have submitted a management plan to the UToledo IRB for any currently enrolled research, subjects along with my closure form.

I have contacted the Technology Transfer Office to transfer any specimens.

I have contacted the Compliance and Privacy Office to transfer health information from subjects.

I have submitted a Final Report form to close or transfer the study to my new institution.

Clinical studies that will be terminated/closed and you are the PI

I have submitted the Final Report(s) to close these study(s).

I have clinical studies that are listed in clinicaltrials.gov and will close the study record.

Sub-Investigator (or other personnel) Leaving UToledo

I have notified the PI of my departure so s/he may amend the IRB study as appropriate.

Grants Accounting

Obtain a list of my open awards from Grants Accounting.

Vendors invoices for my open awards are approved and paid.

Travel reimbursement for my open awards are approved and paid.

Purchasing card is closed and removed from any associated default award index.

Subcontractor(s) under my open awards meet all of the necessary performance standards.

Invoices for my open awards have been submitted to the sponsor(s) and paid.

Cost share associated with my open awards was reported and approved.

Time and effort reports that are currently available for my open awards have been reviewed and certified.

Create delegates/proxies for Concur, Effort Reporting, Banner EPAFs and any other approvals

Personnel Action/COS forms have been initiated to have all personnel removed from my open awards.

Identify source(s) of funding for each student continuing at UToledo

All Financial Reports have been submitted to the sponsor.

Worked with Grants Accounting to ensure all of the balances on my open awards are zero. Any unallowable or overages been moved to my department.

Equipment Purchased by the University on Non-Grant or Contract Funds

I have identified equipment with an purchase cost of \$5,000 or greater OR has a UToledo property tag that I would like to move to my new institution on the Equipment Management Form.

I have generated a list of equipment that costs less than \$5,000 that I would like to move to my new institution.

I have worked with the department chair or dean to generate a final list of items that have been approved for transfer. The final list and Equipment Management Form was sent to general accounting for its records.

I acknowledge that the University is not selling this equipment to me personally. Rather, my new institution is purchasing the equipment on my behalf. I worked with The University of Toledo to submit an invoice to my new institution for direct payment to the University. The value to be paid by the new institution may be determined by the College dean based on the book value, market value and age of the equipment.



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Equipment Purchased Through Grants or Contract

I have provided a listing of equipment purchased on grants to the Office of Grants Accounting that includes the equipment I would like to move to my new institution. I have provided a list of all equipment that I would like to move to my new institution. Please note that equipment purchased through Congressionally Directed projects or equipment purchased with funds provided by the State of Ohio cannot be moved if the destination institution is outside of Ohio.

Required Signatures

Departing Faculty PI

Name:

Date:

Signature:

Department Chair

Name:

Date:

Signature:

College Dean

Name:

Date:

Signature:

Please email a complete signed form to the Provost Office at Provost@UTledo.edu and to the Office of Research and Sponsored Programs at Research.Separation@UTledo.edu.