## 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 stickered) equipment to other laboratories or for disposal.

- [ ] 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

**OTHER ACTIONS**

- [ ] 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.

### 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.

**OTHER ACTIONS**

- [ ] 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.

**OTHER ACTIONS**

- [ ] 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.

### IACUC

**REQUIRED ACTIONS**

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

**OTHER ACTIONS**

- [ ] 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.

**OTHER ACTIONS**

- [ ] 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.

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**Department Head/Chair Signature**

**Date**