

# Faculty Departure Checklist

## SPACE/FACILITIES/EQUIPMENT REQUIRED ACTIONS

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| <input type="checkbox"/> Outline all space occupied.  | <input type="checkbox"/> Contact EHS for: <ul style="list-style-type: none"> <li>• Certificates of Decontamination for equipment and laboratory</li> <li>• Disposal of hazardous waste</li> <li>• Decommissioning rooms with radiological material use</li> <li>• Proper labeling of all hazardous materials that will not be disposed</li> <li>• Shipping/transport of chemical, biological, or radioactive materials to another institution</li> </ul> |
| <input type="checkbox"/> Relinquish equipment to new institution if funded by grant. Or set up market value sale for non-federally purchased equipment. |  |
| <input type="checkbox"/> Contact OTD to determine if an MTA (Material Transfer Agreement) is needed.  |  |
| <input type="checkbox"/> Place work orders for the removal of decontaminated (green stickered) equipment to other laboratories or for disposal.         |  |

## GRANT/CONTRACT REQUIRED ACTIONS

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| <input type="checkbox"/> 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. | <input type="checkbox"/> If transferring to other institution, provide contact info for new DA and PAFO.                                     |
| <input type="checkbox"/> Complete all sponsor reporting requirements BEFORE departure and cc SP   | <input type="checkbox"/> Notify collaborating institutions that subawards will be amended and reissued from new institution.                 |
| <input type="checkbox"/> Alert department admin and PAFO of closeout dates.   | <input type="checkbox"/> Upload results, close out records, and fulfill any other applicable requirements as outlined on ClinicalTrials.gov. |

## INTELLECTUAL PROPERTY REQUIRED ACTIONS

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| <input type="checkbox"/> Give all original documents (including data and research records) to Department chair.        | <input type="checkbox"/> Review terms of original MTA <ul style="list-style-type: none"> <li>• Get permission from the original provider before Materials are transferred.</li> <li>• Contact Tech Transfer office of new institution to establish new MTA</li> <li>• Obtain permission from the sponsor before transferring any provided information</li> </ul> |
| <input type="checkbox"/> Coordinate with OSP to ensure proper closeout of existing confidential disclosure agreements. |  |

## IRB REQUIRED ACTIONS

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| <input type="checkbox"/> Contact the IRB to closeout all existing protocols. | <input type="checkbox"/> Contact your IRB to obtain approval of data transfer. |
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## IACUC REQUIRED ACTIONS

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| <input type="checkbox"/> Contact IACUC to closeout all existing protocols and provide any necessary information required to meet the compliance regulations. | <input type="checkbox"/> Notify ASC in regards to any animal colonies. |
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## IBC REQUIRED ACTIONS

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

## RADIATION PERMIT REQUIRED ACTIONS

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- 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

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| <input type="checkbox"/> Notify HR at least 60 days prior to grant end date with names of employees who will be terminated. | <input type="checkbox"/> Check Payroll Calendar for any applicable payroll cutoff dates.                          |
| <input type="checkbox"/> Terminate employees in BUWorks.  | <input type="checkbox"/> For employees on visas, correspond with ISSO.  |
| <input type="checkbox"/> Contact your Graduate Program to identify new mentor.  | <input type="checkbox"/> Retrieve any university assets, such as computers, phones, etc.                          |
| <input type="checkbox"/> Notify the Postdoc office at postdocs@bu.edu of departure.   | <input type="checkbox"/> Cancel and return parking permit through Employee Self Service or at the parking office. |
| <input type="checkbox"/> Complete the HR Exiting Employee Checklist.  | <input type="checkbox"/> Submit an IS&T ticket to extend email, if applicable.                                    |

Department Head/Chair Signature

Date