Use this checklist as a guide to offboard your institutional research related activity. Be sure to check with your department for specific procedures before departing Purdue.

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| **Awards** |
| Award closeout may include submission of final technical reports, invention reports, and equipment inventory reports. Award transfers to another institution should first be reviewed with SPS Post Award and discussed with the Department Head. |

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| If the award will remain at Purdue under a new PI (Purdue’s preferred option): | | | |
|  | Obtain approval from the current PI, the new (proposed) PI, the department chair unit head of the current PI and (if different) of the proposed PI, the dean/director of the current PI and (if different) of the proposed PI. | | |
|  | Provide the letter requesting this change in PI to Post Award. Post Award will submit to the sponsor for approval.  The letter should include this information:   * Justification of change statement * Effective date of transfer * Biographical sketch of new PI * Other sources of support for new PI * Approval signatures | | |
| **Contact**: Post Award | | <https://www.purdue.edu/business/sps/general/PostAwardStaff.html> | 765-494-1055 |

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| If an award will transfer to another institution, at least **90 days prior to departure:** |

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|  | Obtain concurrence from the other institution to accept the award, including the PI, department chair/unit head, dean/director, and Sponsored Programs Office equivalent. |
|  | Contact Sponsored Program Services (SPS) Post Award and review the sponsor’s requirements to determine if the award is eligible for transfer. |
|  | Work with your business office to notify Post Award to begin the process for transferring your award to the new institution.  Include:   * Contact information of the Office for Sponsored Research at the new institution * Effective date of transfer * Any projected expenses through the effective date of transfer * Signatures designating Purdue’s approval for the transfer from the PI, department chair/unit head, and the dean/director   Post Award will submit the Relinquishing Letter to the sponsor.  Note: Final Technical and final invention reports will need completed prior to transferring. |
|  | For NSF awards, after obtaining NSF and institutional (both) approval for the transfer, submit a formal notification through FastLane. |
|  | See the Faculty Transfer Guide for more details <https://www.purdue.edu/business/sps/doc/Faculty_transfer_from_Purdue_09252019.docx> |

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| Intellectual Property (IP) |

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| To closeout all open Intellectual Property issues: | | |
|  | Are all disclosures of Intellectual Property up to date with the Office of Technology Commercialization? | |
|  | The departing PI should sign a general IP assignment in favor of Purdue prior to departure. | Contact: Traci Gregory, [gregoryt@purdue.edu](mailto:gregoryt@purdue.edu), 765-494-1063 |
|  | Read and understand the Purdue IP Policy. | <https://www.purdue.edu/policies/academic-research-affairs/ia1.html> |
|  | All outstanding IP fees will need to be collected and distributed to the appropriate parties before an award can be relinquished. | Contact: Scott Levans, [levans@purdue.edu](mailto:levans@purdue.edu) 765-588-3491 |

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| Research Materials, Data, and Equipment |

Prior to departure the project materials, data, and equipment must be accounted for, transferred or disposed of, and documented appropriately.

Research records from projects awarded to (or by) Purdue belong to Purdue. PIs may take copies of research records under certain circumstances. Original records are retained at Purdue.

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| To request to transfer **materials** to another institution: | | | |
|  | Contact the Contracting group in SPS | To transfer materials (e.g., biospecimens, technology, etc.) to another institution, you must establish a Material Transfer Agreement (MTA) between Purdue and that institution.  The MTA information can be found here: <https://www.purdue.edu/business/sps/contractmgmt/agrtemplates.html> | |
| **Contact**: Office of Technology Commercialization | | [OTCIP@prf.org](mailto:OTCIP@prf.org) | 765-588-3474 |
| **Contact:** SPS Contracting | | spscontr@purdue.edu | 765-494-1055 |

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| To request to transfer **data** to another institution: | | | |
|  | Contact the Contracting group in SPS to complete a Data Transfer and Use Request Form  Data transfers will require approval by a Purdue compliance office(s). Contracting will coordinate internal approvals.  For example, the Export Controls Office for export controlled data and EVPRP for human subjects’ data. | To transfer data to another institution you must establish a Data Transfer Agreement (DTA) between Purdue University and that institution.  The Data Transfer and Use Request Form can be found here:  <https://www.purdue.edu/business/sps/contractmgmt/DataTransferUseAgreement.html> | |
| **Contact**: SPS Contracting | | [spscontr@purdue.edu](mailto:spscontr@purdue.edu) | 765-494-1055 |

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| To **transfer** **project equipment** to another Purdue department or another institution or to **dispose** of project equipment: | | | |
|  | Work with your department and property accounting to remove sensitive institutional/research data from **any** device, server, or Purdue storage location prior to transfer or disposal of the equipment. | Disposal information: <https://sharepoint.purdue.edu/sites/treasurer/accounting/bb/SitePages/Dispose.aspx> | |
|  | For **internal** Purdue transfers: submit an Asset Transfer of Equipment request.  For **external** transfers: contact Property Accounting and SPS Contracting to arrange equipment/asset transfers for capital equipment. | Property Accounting Forms: <https://www.purdue.edu/business/mas/property/Propacctforms.html>  Equipment purchased with University funds in whole or in part is the property of Purdue University. Equipment purchased using funds from an external sponsor may belong to Purdue University or to the sponsor depending upon the sponsor’s regulations. | |
|  | Work with your Purdue department to appropriately dispose of surplus equipment through Purdue Property Disposition. | <https://sharepoint.purdue.edu/sites/treasurer/accounting/bb/SitePages/Dispose.aspx> | |
| **Contact**: Property Accounting | | [lgeisler@purdue.edu](mailto:lgeisler@purdue.edu) | 765-494-7376 |
| **Contact:** Office of Legal Counsel | | [legalcounsel@purdue.edu](mailto:legalcounsel@purdue.edu) | 765-496-4083 |
| **Contact:** SPS Post Award | | <https://www.purdue.edu/business/sps/general/PostAwardStaff.html> | 765-494-1055 |

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| Regulatory Actions (as applicable) |

Principal investigators must consider the impact of any regulated materials being transferred to or from Purdue University facilities. The PI must have appropriate approvals or specially defined circumstances to begin work on projects using regulated or controlled items. For a general overview of Research Compliance areas, please see [www.purdue.edu/research](http://www.purdue.edu/research) under “Research Compliance”. Specific matters are referenced in a summary below.

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| If you have a **Conflict of Interest (COI) Management Plan**: | | | |
|  | Contact the applicable COI Office to terminate management or to determine if continuing outside interest disclosure to Purdue and COI management at Purdue is required. <https://www.purdue.edu/research/regulatory-affairs/conflict-of-interest/> | | |
| **Contact**: EVPRP Office | | [fcoi@purdue.edu](mailto:fcoi@purdue.edu) |  |

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| If your work involves **human subjects research**: | | | |
|  | Review the list of your current studies in Cayuse IRB. Determine which studies will end, remain open (with a Purdue PI), and/or transfer to another institution. Submit these requests in the Cayuse IRB system. | <https://purdue.cayuse424.com/rs/irb> | |
| Contact: Purdue Human Research Protection Program (HRPP) | | [irb@purdue.edu](mailto:irb@purdue.edu) | 765-494-5942 |

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| If your work involves **animal subjects**: | | | |
|  | A request for closure must be submitted to the PACUC through CoeusLite for each open protocol. | <http://www.purdue.edu/animals> | |
|  | Health records for any animals from Purdue University facilities. Allow 8 weeks lead time for proper animal health review by the Laboratory Animal Program Veterinarians. | [lapvet@purdue.edu](mailto:lapvet@purdue.edu) | |
| **Contact**: Purdue Animal Care and Use Committee (PACUC) and Laboratory Animal Program (LAP) | | <https://www.purdue.edu/research/regulatory-affairs/animal-research/> | 765-494-7206 |

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| If your work involves **recombinant DNA/RNA** (including use of transgenic animals), infectious agents, biological toxins, human cell lines, unfixed human tissues or fluids, certain animal-derived substances, and administration of any of the above to vertebrate animals: | | | |
|  | Notify the Radiological and Environmental Management (REM) at least 2 weeks prior to your departure. | | |
|  | Ensure that any remaining material has been destroyed or transferred to an approved Principal Investigator. | <https://www.purdue.edu/ehps/rem/laboratory/researchers.html#bs2> | |
| **Contact**: REM Biological Safety Officer | | <https://www.purdue.edu/ehps/rem/about/allstaff.html> | 765-494-6371  765-494-1496 |

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| **Export Control:** If your work involves anything that is military in nature, defense articles, dual-use or nuclear technologies, space technologies, weapons, explosives, select agents, restrictions on use of foreign persons, or collaboration with colleagues or institutions in embargoed countries: | | | |
|  | Researchers who participated in projects that required Technology Control Plans must closeout. Reference to all Technology Control Plans (TCP’s) and controlled data. | https://www.purdue.edu/research/regulatory-affairs/export-controls-and-research-information-assurance/ | |
|  | Investigators with export-controlled activities and/or project outputs will be asked to submit a Technology Control Plan for approval. | Most TCP’s reference plans for data transfer, destruction and closeout. PI’s must submit the closeout details to the Export Controls Office. | |
|  | Notify your Department of any international visiting scholars in your lab who may need new faculty supervision. | | |
|  | Does the university hold a federal security clearance on your behalf?  If so contact the Facility Security Officer at [fso@purdue.edu](mailto:fso@purdue.edu) immediately. | | |
| Contact: Export Control Office | | [exportcontrols@purdue.edu](mailto:exportcontrols@purdue.edu) | 765-494-6840 |

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| If your work involves research utilizing **controlled substances**: | | | |
|  | Notify the REM for Controlled Substance Oversight Monitor of your departure. <https://www.purdue.edu/ehps/rem/laboratory/HazMat/DEA.html> | | |
|  | Complete form for Disposal of all controlled substances properly under your license/registration | Contact REM for assistance | |
|  | Complete a closing inventory and relinquish both state and federal Controlled Substances licenses. | <https://www.purdue.edu/ehps/rem/documents/forms/remcs1.pdf> | |
| **Contact**: REM Biological Safety Officer | | <https://www.purdue.edu/ehps/rem/about/allstaff.html> | 765-494-6371  765-494-1496 |

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| Laboratory Decommissioning |

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| If you work in a **laboratory** or your work involves **hazardous materials (biological, chemical, radiological), lasers, superconducting magnets, or potentially hazardous equipment:** | | | |
|  | Contact REM HMM Section for decommissioning assistance for disposal of hazardous chemicals, biological and radioactive materials. | <https://www.purdue.edu/ehps/rem/laboratory/HazMat/labdecom.html> | |
|  | Complete, as applicable a Hazard Clearance and Declaration for equipment that may be contaminated with hazardous chemicals, biological and radioactive materials. | <https://www.purdue.edu/ehps/rem/forms/allforms.html#H> | |
|  | Ensure that remaining chemical containers are labelled. Dispose of or transfer all chemicals. | <https://www.purdue.edu/ehps/rem/documents/programs/hwdg.pdf> | |
| **Contact**: REM Hazardous Materials Management | | <https://www.purdue.edu/ehps/rem/about/allstaff.html> | 765-494-6371  765-494-0121 |

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| Finances |

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| If you have **sponsored projects/funding**: | | | |
|  | Work with your business office to verify that research project expenditures are complete and accurately reported. | The PI is responsible for ensuring that no outstanding charges are owed. | |
|  | Work with your business office on the transition of any personnel working for you. | Are they transferring to the other institution?  If staying here how will they be supported?  Do they have a VISA? | |
|  | Do you want to request adjunct status? If so, approval from the Dean and Department Head is required. | | |
|  | Work with your business office and Post Award to close out the sponsored project/grant. Post Award will complete and submit the final closeout financial, property and invention reports. | | |
| **Contact**: Post Award | | <https://www.purdue.edu/business/sps/general/PostAwardStaff.html> |  |

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| If you have **discretionary funds**: | |
|  | Work with your department to close out any discretionary funds. |
| **Contact**: Department Business Office | |

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| To finalize your **effort reports**: | |
|  | Complete the PAR certification for prior periods in SEEMLESS |
| **Contact**: Department Business Office | |