

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.

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.

If the award will remain at Purdue under a new PI (Purdue's preferred option):

<input type="checkbox"/>	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.
<input type="checkbox"/>	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: <ul style="list-style-type: none"> 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	

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

<input type="checkbox"/>	Obtain concurrence from the other institution to accept the award, including the PI, department chair/unit head, dean/director, and Sponsored Programs Office equivalent.
<input type="checkbox"/>	Contact Sponsored Program Services (SPS) Post Award and review the sponsor's requirements to determine if the award is eligible for transfer.
<input type="checkbox"/>	Work with your business office to notify Post Award to begin the process for transferring your award to the new institution. Include: <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	For NSF awards, after obtaining NSF and institutional (both) approval for the transfer, submit a formal notification through FastLane.
<input type="checkbox"/>	See the Faculty Transfer Guide for more details https://www.purdue.edu/business/sps/doc/Faculty_transfer_from_Purdue_09252019.docx

Intellectual Property (IP)

To closeout all open Intellectual Property issues:

<input type="checkbox"/>	Are all disclosures of Intellectual Property up to date with the Office of Technology Commercialization?	
<input type="checkbox"/>	The departing PI should sign a general IP assignment in favor of Purdue prior to departure.	Contact: Traci Gregory, gregoryt@purdue.edu , 765-494-1063
<input type="checkbox"/>	Read and understand the Purdue IP Policy.	https://www.purdue.edu/policies/academic-research-affairs/ia1.html
<input type="checkbox"/>	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 765-588-3491

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.

To request to transfer **materials** to another institution:

<input type="checkbox"/>	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 765-588-3474
Contact: SPS Contracting		spscontr@purdue.edu 765-494-1055

To request to transfer **data** to another institution:

<input type="checkbox"/>	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 765-494-1055

To transfer project equipment to another Purdue department or another institution or to **dispose** of project equipment:

<input type="checkbox"/>	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
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 765-494-7376
Contact: Office of Legal Counsel		legalcounsel@purdue.edu 765-496-4083
Contact: SPS Post Award		https://www.purdue.edu/business/sps/general/PostAwardStaff.html 765-494-1055

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 under "Research Compliance". Specific matters are referenced in a summary below.

If you have a **Conflict of Interest (COI) Management Plan:**

<input type="checkbox"/>	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	

If your work involves **human subjects research:**

<input type="checkbox"/>	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 765-494-5942

If your work involves **animal subjects:**

<input type="checkbox"/>	A request for closure must be submitted to the PACUC through CoeusLite for each open protocol.	http://www.purdue.edu/animals
<input type="checkbox"/>	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
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

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:

<input type="checkbox"/>	Notify the Radiological and Environmental Management (REM) at least 2 weeks prior to your departure.	
<input type="checkbox"/>	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

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:

<input type="checkbox"/>	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.

<input type="checkbox"/>	Notify your Department of any international visiting scholars in your lab who may need new faculty supervision.
<input type="checkbox"/>	Does the university hold a federal security clearance on your behalf? If so contact the Facility Security Officer at fso@purdue.edu immediately.
Contact: Export Control Office exportcontrols@purdue.edu 765-494-6840	

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

Laboratory Decommissioning

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

Finances

If you have sponsored projects/funding :	
<input type="checkbox"/>	Work with your business office to verify that research project expenditures are complete and accurately reported.
<input type="checkbox"/>	Work with your business office on the transition of any personnel working for you.
<input type="checkbox"/>	Do you want to request adjunct status? If so, approval from the Dean and Department Head is required.
<input type="checkbox"/>	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/ps/general/PostAwardStaff.html	

If you have **discretionary funds**:

Work with your department to close out any discretionary funds.

Contact: Department Business Office

To finalize your **effort reports**:

Complete the PAR certification for prior periods in SEEMLESS

Contact: Department Business Office