

- DEPARTING FACULTY CHECKLIST -

A resource for department administrators and departing investigators to provide guidance for properly closing out research studies.

**NOTE: All steps should be initiated as soon as faculty member provides notice.**

**A Grants & Contracts Notifications**

- Transfer Funds to another MCW investigator [A1](#)
- Transfer Funds from MCW to another Institution [A2](#)
- Close Existing Research Accounts [A3](#)
- Withdraw FPs in Presubmission State [A3.1](#)
- Transfer Equipment [A4](#)

**B Human Subject Research Notifications**

- Close/transfer IRB Protocols [B1](#)
- Withdraw Protocols in Presubmission State [B1.1](#)
- Complete/transfer any study records on ClinicalTrials.gov [B1.2](#)
- Request Approval to Copy Data [B2](#)
- Request Approval to Transfer Biospecimens [B3](#)

**C Animal Research Notifications**

- Close/transfer AUAs [C1](#)
- Withdraw AUAs in Presubmission State [C1.1](#)
- Make Arrangements for Remaining Animals [C2](#)
- Request Approval to Copy Data [C3](#)
- Request Approval to Transfer Biospecimens [C4](#)

**D Safety Notifications**

- Biohazard Clearance Inspections [D1](#)
- Radiation Clearance Inspections [D2](#)
- Hazardous Chemical Clearance Inspection [D3](#)
- Notify IBC of closure/transfer of IBC protocols [D4](#)

**E eBridge Access Termination**

- ePAR and Termination of eBridge Access [E1](#)
- Transition to Adjunct Status [E1.1](#)

**Investigators -**

Please work with your Department Administrator to make sure all necessary steps are complete.

**Do you have excess lab equipment to sell or give away? Post it on the Research Equipment Exchange.**

*(MCW intranet access required)*

*View*

**Lab decommissioning checklist (PDF)**

**- PROCEDURE FOR DEPARTING FACULTY AND THEIR DEPARTMENT ADMINISTRATORS -**

**SECTION A - GRANTS & CONTRACTS NOTIFICATION**

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<b>Item</b>	<b>Process</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Unit / Contact</b>
<b>A1</b>	Transfer funds within MCW to another Investigator	Investigator must initiate steps to transfer his/her funding to another another MCW faculty member.	Departing Faculty	Grants & Contracts 955-8563 <a href="mailto:grantsandcontracts@mcw.edu">grantsandcontracts@mcw.edu</a> <i>You will be referred to the appropriate GCO Analyst.</i>
<b>A2</b>	Transfer funds from MCW to another Institution	Investigator must initiate steps to transfer funding from MCW to another institution via a relinquishment statement from MCW.	Departing Faculty	Grants & Contracts 955-8563 <a href="mailto:grantsandcontracts@mcw.edu">grantsandcontracts@mcw.edu</a> <i>You will be referred to the appropriate GCO Analyst.</i>
<b>A3</b>	Close existing research accounts	Investigator must follow-up on the closing of open research accounts with Sponsored Programs.	Departing Faculty	Sponsored Programs 955-8236 <a href="mailto:SponsProg_Help@mcw.edu">SponsProg_Help@mcw.edu</a> <i>You will be referred to the staff member in charge of your account.</i>
<b>A3.1</b>	Withdraw FPs in Presubmission State	Investigator must withdraw FPs that are in Presubmission State in eBridge	Departing Faculty	eBridge Helpdesk 8:00am - 5:00pm M-F 955-8476 <a href="mailto:help-eBridge@mcw.edu">help-eBridge@mcw.edu</a>
<b>A4</b>	Move equipment purchased with research funds	For equipment located on MCW property and purchased with research dollars, Investigator must request approval from the Controller's office to move to another institution.	Departing Faculty	Controllers Office/ Sponsored Programs <a href="mailto:SponsProg_Help@mcw.edu">SponsProg_Help@mcw.edu</a>

SECTION B - HUMAN SUBJECT RESEARCH NOTIFICATIONS				<a href="#">Back to Contents</a>
Item	Process	Action	Responsible Party	Unit / Contact
<b>B1</b>	Close or transfer existing IRB protocols (PROs)	<p>Investigator must close or transfer existing IRB protocols (PROs) prior to departure.</p> <p><b>To transfer a study to another PI within MCW</b>, an amendment to the PRO must be filed within eBridge by the departing investigator.</p> <p><b>To transfer a study to another institution</b>, the departing investigator must first close the PRO at MCW and then initiate steps to reopen the study at the new institution. All proper permissions must be in place prior to transfer. See <i>Request...</i> forms below.</p>	Departing Faculty	HRPP/IRB 955-8844 <a href="mailto:IRBOffice@mcw.edu">IRBOffice@mcw.edu</a>
<b>B1.1</b>	Withdraw protocols in Presubmission State	Investigator must withdraw protocols that are in Presubmission State in eBridge	Departing Faculty	eBridge Helpdesk 8:00am - 5:00pm M-F 955-8476 <a href="mailto:help-eBridge@mcw.edu">help-eBridge@mcw.edu</a>
<b>B1.2</b>	Complete or transfer existing study records on CT.gov, including results reporting if required	<p>Investigator must close or transfer existing records on ClinicalTrials.gov prior to departure.</p> <p><b>To close the study record:</b> study must first be completed/terminated with the MCW IRB. CT.gov study record must be updated, including required results reporting for an Applicable Clinical Trial (ACT) or Probable ACT (pACT), including for pre-mature study closure/low study accrual.*</p> <p><b>To transfer a study to another PI within MCW:</b> an amendment to the PRO must be filed within eBridge by the departing investigator. Once approved, the departing investigator must work with PRS Administrators in CTSI to update record with new Responsible Party.</p> <p><b>To transfer the study record to another institution:</b> the departing investigator must work with PRS Administrators in CTSI to initiate transfer. All proper permissions must be in place prior to transfer.</p> <p><b>*Note: Per MCW policy, Dept Chair becomes responsible for CT.gov record if departing faculty does not address record prior to departure</b></p>	Departing Faculty	CTSI CTO mcwcto@mcw.edu

<b>B2</b>	Request Permission to Copy Data	<p>Investigator must acquire permission to use data collected during research at MCW by completing the following form and submitting to the Office of Research (submission instructions on form).</p> <p>NOTE: This procedure also applies to research conducted at the VA.</p> <p><a href="#">Request for Approval to Copy Data - Human Research (DOCX)</a></p>	Departing Faculty	<p>Office of Research 955-8495 Fx: 955-6565 <a href="mailto:research@mcw.edu">research@mcw.edu</a></p>
<b>B3</b>	Request Permission to Transfer Specimens Collected at MCW	<p>Investigator must acquire permission to take specimens collected during research at MCW to another institution by completing the following form and submitting to the Office of Research (submission instructions on form).</p> <p>NOTE: This procedure also applies to research conducted at the VA.</p> <p><a href="#">Request for Approval to Transfer Biospecimens - Human Research (DOCX)</a></p>	Departing Faculty	<p>Office of Research 955-8495 Fx: 955-6565 <a href="mailto:research@mcw.edu">research@mcw.edu</a></p>

SECTION C - ANIMAL RESEARCH NOTIFICATIONS			<a href="#">Back to Contents</a>
Item	Action	Responsible Party	Unit / Contact
<b>C1</b>	Close or transfer existing AUA(s)	Investigator must close or transfer existing Animal Use Applications (AUAs) prior to departure.  <b>To transfer an AUA to another PI within MCW</b> , the departing PI must click the Transfer AUA button in the AUA Workspace of the AUA he/she wishes to transfer and then select the PI to whom the AUA will be transferred. A copy of the AUA will be generated within eBridge and assigned a new ID number. The recipient PI must then submit the "new" AUA for IACUC review and approval.  <b>To transfer a study to another institution</b> , the departing investigator must first terminate the AUA at MCW and then initiate steps to reopen the study at the new institution. All proper permissions must be in place prior to transfer. See <i>Request...</i> forms below.	Departing Faculty  IACUC Office 955-8440 <a href="mailto:IACUCAdmin@mcw.edu">IACUCAdmin@mcw.edu</a>
<b>C1.1</b>	Withdraw AUA(s) in Presubmission State	Investigator must withdraw AUAs that are in Presubmission State in eBridge	Departing Faculty  eBridge Helpdesk 8:00am - 5:00pm M-F 955-8476 <a href="mailto:help-eBridge@mcw.edu">help-eBridge@mcw.edu</a>
<b>C2</b>	Arrangements for remaining animals	Investigator must make final arrangements for all animals remaining on any AUAs that will be closed as a result of their departure.	Departing Faculty  Biomedical Resource Center 955-4209 <a href="mailto:BRCAdmin@mcw.edu">BRCAdmin@mcw.edu</a>
<b>C3</b>	Request Permission to Copy Data	Investigator must acquire permission to use data collected during research at MCW by completing the following form and submitting to the Office of Research (submission instructions on form). NOTE: This procedure also applies to research conducted at the VA.  <a href="#">Request for Approval to Copy Data - Animal Research (DOCX)</a>	Departing Faculty  Office of Research 955-8495 Fx: 955-6565 <a href="mailto:research@mcw.edu">research@mcw.edu</a>
<b>C4</b>	Request Permission to Transfer Specimens Collected at MCW	Investigator must acquire permission to take specimens collected during research at MCW to another institution by completing the following form and submitting to the Office of Research (submission instructions on form). NOTE: This procedure also applies to research conducted at the VA.  <a href="#">Request for Approval to Transfer Biospecimens - Animal Research (DOCX)</a>	Departing Faculty  Office of Research 955-8495 Fx: 955-6565 <a href="mailto:research@mcw.edu">research@mcw.edu</a>

SECTION D - SAFETY NOTIFICATIONS				<a href="#">Back to Contents</a>
Item	Process	Action	Responsible Party	Unit / Contact
D0		<a href="#">Please refer to the Lab Decommissioning Checklist (PDF)</a>		
D1	Schedule Biohazard Clearance Inspections	Investigator must notify the Biological Safety Officer (BSO) of departure, so any related clearance inspections or hazardous shipping can be scheduled prior to the investigator's departure.	Departing Faculty	Biological Safety Officer 955-8060 <a href="mailto:SafetyInfo@mcw.edu">SafetyInfo@mcw.edu</a> ATTN: Biosafety
D2	Schedule Radiation Clearance Inspections	Investigator must notify the Office of Radiation Safety to schedule the transfer/disposal of all radioactive material stock, samples, and waste. All labeled radioactive use areas and equipment need to be metered, swipe surveyed and results documented prior to the investigator's departure.	Departing Faculty	Radiation Safety Office 955-4347 <a href="mailto:radsafety@mcw.edu">radsafety@mcw.edu</a>
D3	Schedule Hazardous Chemical Clearance Inspection	Investigator must notify the Assistant Chemical Hygiene Officer so any related clearance inspections or hazardous shipping can be scheduled prior to the investigator's departure.	Departing Faculty	Asst. Chemical Hygiene Officer 955-5959 <a href="mailto:SafetyInfo@mcw.edu">SafetyInfo@mcw.edu</a> ATTN: Chemical Safety
D4	Notify Institutional Biosafety Committee (IBC)	Investigator must notify the IBC to: obtain procedure for properly closing/transferring IBC protocols; disclose biological materials that may need disposal; ensure any needed inspections are conducted prior to the investigator's departure	Departing Faculty	IBC Coordinator 955-4279 <a href="mailto:IBCSafety@mcw.edu">IBCSafety@mcw.edu</a>

SECTION E - EBRIDGE ACCESS				<a href="#">Back to Contents</a>
Item	Process	Action	Responsible Party	Unit / Contact
E1	Termination of access to eBridge	Submission of an ePAR form establishes a termination date within Oracle which will also serve as an end date for access to eBridge.	Department Administrator	Human Resources 955-8245 <a href="mailto:hris@mcw.edu">hris@mcw.edu</a>
E1.1	Transition to Adjunct Faculty Status	Investigator must notify the Office of Research of the date that status will change from regular to adjunct faculty, so that eBridge access will be maintained (rather than terminated) following end date.	Transitioning Faculty	<i>For human studies:</i> HRPP/IRB 955-8844 <a href="mailto:IRBOffice@mcw.edu">IRBOffice@mcw.edu</a>  <i>For animal studies:</i> IACUC Office 955-8440 <a href="mailto:IACUCAdmin@mcw.edu">IACUCAdmin@mcw.edu</a>