

- DEPARTING FACULTY CHECKLIST -

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

July 2022

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

	Section # <i>Select to jump</i>
<u>A Grants & Contracts Notifications</u>	
<input type="checkbox"/> Transfer Funds to another MCW investigator	A1
<input type="checkbox"/> Transfer Funds from MCW to another Institution	A2
<input type="checkbox"/> Close Existing Research Accounts	A3
<input type="checkbox"/> Withdraw FPs in Presubmission State	A3.1
<input type="checkbox"/> Transfer Equipment	A4
<u>B Human Subject Research Notifications</u>	
<input type="checkbox"/> Close/transfer IRB Protocols	B1
<input type="checkbox"/> Withdraw Protocols in Presubmission State	B1.1
<input type="checkbox"/> Request Approval to Copy Data	B2
<input type="checkbox"/> Request Approval to Transfer Biospecimens	B3
<u>C Animal Research Notifications</u>	
<input type="checkbox"/> Close/transfer AUAs	C1
<input type="checkbox"/> Withdraw AUAs in Presubmission State	C1.1
<input type="checkbox"/> Make Arrangements for Remaining Animals	C2
<input type="checkbox"/> Request Approval to Copy Data	C3
<input type="checkbox"/> Request Approval to Transfer Biospecimens	C4
<u>D Safety Notifications</u>	
<input type="checkbox"/> Biohazard Clearance Inspections	D1
<input type="checkbox"/> Radiation Clearance Inspections	D2
<input type="checkbox"/> Hazardous Chemical Clearance Inspection	D3
<input type="checkbox"/> Notify IBC of closure/transfer of IBC protocols	D4
<u>E eBridge Access Termination</u>	
<input type="checkbox"/> ePAR and Termination of eBridge Access	E1
<input type="checkbox"/> 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

[Back to Contents](#)

Item	Process	Action	Responsible Party	Unit / Contact
A1	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 grantsandcontracts@mcw.edu <i>You will be referred to the appropriate GCO Analyst.</i>
A2	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 grantsandcontracts@mcw.edu <i>You will be referred to the appropriate GCO Analyst.</i>
A3	Close existing research accounts	Investigator must follow-up on the closing of open research accounts with Sponsored Programs.	Departing Faculty	Sponsored Programs 955-8236 SponsProg_Help@mcw.edu <i>You will be referred to the staff member in charge of your account.</i>
A3.1	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 help-eBridge@mcw.edu
A4	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 SponsProg_Help@mcw.edu

SECTION B - HUMAN SUBJECT RESEARCH NOTIFICATIONS

[Back to Contents](#)

Item	Process	Action	Responsible Party	Unit / Contact
B1	Close or transfer existing IRB protocols (PROs)	<p>Investigator must close or transfer existing IRB protocols (PROs) prior to departure.</p> <p>To transfer a study to another PI within MCW, an amendment to the PRO must be filed within eBridge by the departing investigator.</p> <p>To transfer a study to another institution, 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 IRBOffice@mcw.edu
B1.1	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 help-eBridge@mcw.edu
B2	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>Request for Approval to Copy Data - Human Research (DOCX)</p>	Departing Faculty	Office of Research 955-8495 Fx: 955-6565 research@mcw.edu
B3	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>Request for Approval to Transfer Biospecimens - Human Research (DOCX)</p>	Departing Faculty	Office of Research 955-8495 Fx: 955-6565 research@mcw.edu

SECTION C - ANIMAL RESEARCH NOTIFICATIONS				Back to Contents
Item		Action	Responsible Party	Unit / Contact
C1	Close or transfer existing AUA(s)	<p>Investigator must close or transfer existing Animal Use Applications (AUAs) prior to departure.</p> <p>To transfer an AUA to another PI within MCW, 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.</p> <p>To transfer a study to another institution, 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.</p>	Departing Faculty	IACUC Office 955-8440 IACUCAdmin@mcw.edu
C1.1	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 help-eBridge@mcw.edu
C2	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 BRCAdmin@mcw.edu
C3	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>Request for Approval to Copy Data - Animal Research (DOCX)</p>	Departing Faculty	Office of Research 955-8495 Fx: 955-6565 research@mcw.edu
C4	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>Request for Approval to Transfer Biospecimens - Animal Research (DOCX)</p>	Departing Faculty	Office of Research 955-8495 Fx: 955-6565 research@mcw.edu

SECTION D - SAFETY NOTIFICATIONS				Back to Contents
Item	Process	Action	Responsible Party	Unit / Contact
D0		Please refer to the Lab Decommissioning Checklist (PDF)		
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 SafetyInfo@mcw.edu 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 radsafety@mcw.edu
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 SafetyInfo@mcw.edu 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 IBCSafety@mcw.edu

SECTION E - EBRIDGE ACCESS				Back to Contents
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 hris@mcw.edu
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 IRBOffice@mcw.edu <i>For animal studies:</i> IACUC Office 955-8440 IACUCAdmin@mcw.edu