

Checklist Addressing Sponsored Project Concerns When Faculty Leave Boston College

Version Date: July 10, 2015

This Checklist is an informational tool for faculty and business administrators. Its purpose is to provide contact information and possible areas to address if a faculty member is leaving Boston College (BC) and s/he is a Principal Investigator on an award(s). This Checklist may not be all inclusive regarding the particular concerns of the faculty member but is an attempt to highlight the more common issues/concerns. It is important to remember that addressing the matters identified in this checklist must be done in a timely manner so as to ensure (a) that the faculty member's transition to his/her new institution proceeds as smoothly as possible and (b) that BC's interests are protected.

Human Resources and Payroll		
Item	Institutional Notification	Date Completed
Ensure proper termination of employees supported by sponsored awards, if appropriate.	Department Admin.	
Ensure that all payroll transactions are processed in a timely manner and in accordance with the individual's appointments type.	Department Admin. Office Provost Office (Jessica Pesce), Ext. 2-6848	
Human Subjects		
Item	Institutional Notification	Date Completed
<ul style="list-style-type: none"> • Arrange for transfer of active protocols to another investigator at BC, or • Close the protocol, or • Arrange for review/approval of the protocol at the new institution. 	Research Protections, Ext 2-4778	

Animal Subjects		
Item	Institutional Notification	Date Completed
Arrange for disposition of animal protocol(s): <ul style="list-style-type: none"> • Transfer protocol to a different PI, or • Close protocol(s). 	Research Protections , 2-4778	
Arrange for disposition of animals(s): <ul style="list-style-type: none"> • Transfer animals to another institution. • Euthanize animals . • Transfer animals to different PI/protocol. 	Animal Facility Manager, 2-8476 Research Protections, 2-4778	
Intellectual Property		
Item	Institutional Notification	Date Completed
Ensure any Intellectual Property matters covered by patent applications or issued patents are resolved.	OTTL Director, 2-1682	
Ensure any co-inventions with other institutions are appropriately managed.	OTTL Director, 2-1682	
Equipment		
Item	Institutional Notification	Date Completed
Disposition of equipment: <ul style="list-style-type: none"> • Determine title to equipment in order to sell or transfer equipment. • If new organization is willing to purchase, a fair market value must be determined. • If a transfer of equipment to a new organization is to occur, determine payment for shipping. • Transfer equipment to foreign entity. • Check with EHS regarding equipment used to store chemicals, biological agents, or radioactive materials. 	Plant Accounting, 2-3949 OSP Director, 2-8259, or designee EHS Director, 2-0300, or designee	

Sponsored Projects		
Item	Institutional Notification	Date Completed
<p>Active Awards:</p> <p>Determine if award(s) will be transferred to another organization:</p> <ul style="list-style-type: none"> • If so, notify sponsor and make connection with sponsored projects office at the new organization. • If not, notify sponsor as to disposition of award. If new PI is identified, provide appropriate information to sponsor; otherwise request termination of the award. 	OSP Director, 2-8259, or designee	
Determine if subawards should be terminated.	OSP Director, 2-8259, or designee	
Reconcile financial reports.	OSP Director, 2-8405, or designee	
Ensure effort reports are complete.	Department Admin. Office OSP Director, 2-8259, or designee	
MTA Concerns (e.g., if materials can be transferred to another institution).	OTTL Director, 2-1682	
Determine if employees paid on sponsored projects require termination.	Department Admin. Office	
Gifts		
Item	Institutional Notification	Date Completed
Review gift documents for any termination or transfer requirements.	Corporate and Foundation Relations Director, 2-2884	
Environmental Health and Safety		
Item	Institutional Notification	Date Completed
Transfer and transportation of research materials to another institution and/or foreign entity.	Department Admin. Office EHS Director, 2-0300, or Designee	

Check vacating laboratories or ancillary research spaces (cold rooms, freezers in hallways) in order to address remaining: <ul style="list-style-type: none"> • Chemicals • Radioactive materials • Biological materials • Human pathogens • Controlled substances 	EHS Director, 2-0300, or designee	
Data/Record Retention		
Item	Institutional Notification	Date Completed
Ensure records/data are retained or made accessible in accordance with the BC policy <i>Access to and Retention of Research Data</i> .	Faculty Member VPR Office	
Personal/Administrative Concerns		
Item	Institutional Notification	Date Completed
Return all keys and ID.	Department Admin. Office	
Return Purchasing Card.	Department Admin. Office	
Make arrangements for e-mail account closure.	Department Admin. Office	
Terminate access to BC systems.	Department Admin. Office	

Acronyms:

- EHS Environmental Health and Safety
- IACUC Institutional Animal Care and Use Committee
- IRB Institutional Review Board
- MTA Material Transfer Agreement
- OSP Office for Sponsored Programs
- OTTL Office for Technology Transfer and Licensing