

PI Departure Checklist

This list serves as a guide to possible action items when a faculty member who is a Principal Investigator departs. It is not all-encompassing and not all areas apply to all departments.

When you learn of a faculty departure, please be sure to contact all relevant offices, including your URA Manager.

TASK	Responsible Party
1. Resignation Letter to:	
a. Chair/Section Chief	Faculty
b. Joint Appointments	Faculty
c. Committee Memberships	Faculty
d. College	Faculty
e. Dean	Department
2. Staff, Students, and Trainees	
a. Undergraduates – Notify Master of the College	Faculty
b. Predoctoral	Faculty/Committee Chair/Dean Grad. Affairs
c. Postdoctoral	Faculty
d. Mentee	Faculty
e. Preceptee	Faculty
f. Research Associates – written notice per contract requirements via Compendium	Faculty/Department
g. Staff	
i. Monthly – one month written notice for layoff/termination	Faculty/Department
ii. Biweekly – two weeks written notice for layoff/termination	Faculty/Department
3. Teaching	
a. Undergraduate – notify Master of appropriate Collegiate Division	Faculty
b. Graduate – Chair responsible for replacing instructor	Faculty
c. Medical – Chair coordinates with Curriculum Review Committee	Faculty
d. Journal Clubs, etc – faculty finds replacements as needed	Faculty
e. Graduate Degree Candidates – faculty responsible to work with Dean of Graduate Affairs to insure student able to complete degree program	Faculty/Grad Affairs
f. Thesis Committees – faculty is responsible for notifying thesis committees and departmental chairs	Faculty
4. Termination Paperwork	Human Resources
5. Chemicals & Reagents: Disposal/Relocation	
a. Inventory	Faculty/Department
b. Faculty and Department meet to develop plan for disposal/relocation	Faculty/Department
i. Meeting with Safety Offices	Faculty/Department
1. Relocation plan – space/training available for new location	Faculty/Department
2. Disposal done properly	Faculty/Department
3. Transportation arrangements	Faculty/Department
4. Final laboratory inspection	Faculty/Department
c. Costs – allowable charges for disposal/transfer to grants or to dept accounts	Faculty/Department
6. Radioactive Material: Disposal/Relocation	
a. Inventory	Faculty/Department
b. Faculty and Department meet to develop plan for disposal/relocation	Faculty/Department
i. Meeting with Radiation Safety Office	Faculty/Department
1. Relocation plan – space/training available for new location	Faculty/Department
2. Disposal done properly	Faculty/Department
3. Transportation arrangements	Faculty/Department
4. Final laboratory inspection	Faculty/Department

TASK	Responsible Party
c. Costs – allowable charges for disposal/transfer to grants or to dept accounts	Faculty/Department
7. Animal Colonies - contact ARC	Faculty/ARC
a. Census and plan for disposition post-departure	Faculty
b. Costs – allowable charges to grants or to dept accounts	Faculty/Department
8. Research Records (notebooks, research data, etc)	Faculty/Department
9. Grants and Contracts	Faculty/Department
a. Discuss disposition of each grant/contract award with Chair/Section Chief	Department/Division
i. Non-transferable awards	Faculty/Department
ii. Follow Agency-specific transfer instructions	Faculty/Department
1. NIH – PHS Relinquishing Statement and Final Invention Statement, Equipment Transfers for active grants	Department
2. Grants that are ended – ensure all reports FI, FSR and Technical Reports submitted	Faculty/Department
iii. Grants remaining at UC under newly named PI	Department
iv. Pending applications	
1. Transfer or withdraw application	Faculty
v. Core Facilities – contact Office of Shared Research Facilities	Department
b. Discuss disposition of each grant/contract award with URA Manager	Department
c. Emeritus Faculty interested in PI status – see Policy on PI Eligibility	Faculty/Department/Division
10. FAS account closeouts	Department/Sponsored Award Accounting
11. Gifts	
a. Disposition/Expenditure monitoring	Faculty/Department
12. Regulatory Compliance/Protocols – contact IACUC, IBC, IRB, etc	
a. Contact each Regulatory Committee for list of active/pending protocols	Faculty
b. Determine disposition of each protocol	Faculty
i. Protocol Transfer to new PI	Faculty
ii. Protocol Termination	Faculty
iii. Protocol remains under Faculty direction	Faculty
13. Clinical Issues	
a. Malpractice Coverage	Faculty
b. MSO notification	BSD OAA
c. Clinical Responsibilities	Faculty
d. Patient Notification	Department
e. Medical Records	Faculty
f. Clinical Research Protocols	Faculty
14. Property	
a. Intellectual Property – notification to UChicago Tech	Faculty/Department
b. Equipment Transfers – contact Property Management (Financial Services)	Faculty/Department
i. Comptroller form 610	Faculty/Department
ii. PHS Relinquishing form/title transfer	Department
iii. Inventory tags	Department
iv. Cylinder Gas return	Faculty
c. ID, Keys, etc	Faculty/Department
15. Information Services:	
a. Computer passwords, email, computer access, etc	Department
b. Mail forwarding, etc	Department
c. Phone services, voicemail management, etc	Department