

Outgoing PI Transfer Checklist

This checklist is intended to serve as a guide when a Principal Investigator (PI) transfers from UC Riverside (UCR) to a new institution. This checklist may not include everything; however, it highlights the more common issues/concerns that complicate the transition of a PI.

Note: Check with your assigned Contract & Grant Officer (CGO) in Sponsored Programs Administration (SPA) and/or your department's Contract & Grant Analyst (CGA) for specific check-out procedures, as applicable.

AWARDS
Will the award transfer with PI to another institution?
<input type="checkbox"/> Determine if the award is eligible to transfer to another institution, per the sponsor's policies.
<input type="checkbox"/> Prepare a separate <i>Request for Approval to Transfer Active Contracts/Grants/Cooperative Agreements and Equipment</i> form (Transfer Request Form) for each award the PI wishes to transfer and obtain the necessary approvals from the Department Chair and School Dean, as applicable.
<input type="checkbox"/> Forward the signed Transfer Request Form to your CGO for review and to obtain final approval by Equipment Management and the Assistant Vice Chancellor of Sponsored Programs Administration (or designee).
<input type="checkbox"/> Provide all sponsor required documentation to your assigned CGO for submission to the sponsor.
<input type="checkbox"/> Prior to a PI's departure, ensure all final project expenditures have posted to the general ledger. Coordinate with Extramural Funds Accounting (EMF Accounting) & SPA to ensure proper and accurate reconciliation of accounts, completion of financial reports, and close-out of awards.
Will the award remain at UCR?
<input type="checkbox"/> A replacement PI must be named if the project is remaining at UCR. Contact your CGO for further guidance and required documentation/approvals.
<input type="checkbox"/> If the PI will continue to work on the project, a subaward may be needed. Work with your CGO to gain sponsor approval. Once approval is obtained, provide CGO with mandatory subaward documents from the PI's new institution.
Technical/Progress Reporting
<input type="checkbox"/> Please ensure the PI has completed all outstanding technical/progress/final reporting for all awards under which they serve as PI.
PROPOSALS
<input type="checkbox"/> Determine the disposition of any pending proposals (for example, withdrawing the UCR proposal, and resubmitting the proposal and budget through the PI's new institution).
<p>Contact: SPA CGO assigned to your specific project. Not sure who to contact? CGO look up: SPA CGO assignment by department</p>
PAYROLL CERTIFICATION
<input type="checkbox"/> Ensure that payroll certifications have been certified on Federally sponsored projects.
<p>Contact: EMF Accounting E-mail: piwrsfeedback@ucr.edu</p>

LABORATORY

- Complete laboratory closing procedures and documentation as required by your home department/center.

Contact: Department/Center Administrator, as applicable

PROTOCOLS

Human Subjects

- Ensure protocols for human subject's research are closed appropriately, if applicable.

Contact: Office of Research Integrity (ORI)
Socio-Behavioral (IRB-SB): <https://research.ucr.edu/ori/irb-sb>
Clinical-Biomedical (IRB-Clin): <https://research.ucr.edu/ori/irb-clin>
E-mail: IRB@ucr.edu

Animal Subjects

- Ensure protocols for animals are closed appropriately, if applicable.

Contact: Office of Research Integrity (ORI)
<https://research.ucr.edu/ori/iacuc>
E-Mail: iacuc@ucr.edu

Biological Safety and Stem Cell Research Oversight

- Ensure all biosafety concerns are met and completed prior to departure, if applicable.

Contact:
Institutional Biosafety Committee (IBC), <https://ehs.ucr.edu/ibc>
Stem Cell Research Oversight Committee (SCRO): <https://research.ucr.edu/ori/scro>
E-Mail: ehsbiosafety@ucr.edu

EQUIPMENT

- Ensure research project equipment is accounted for, transferred, disposed of, and documented appropriately. If a PI leaves and intends to take equipment with them, have the conversation well before they leave because there are likely implications regarding federal awards, and UCR property management rules. For equipment utilized on active awards are being transferred, approval will need to be obtained on the Transfer Request Form. For equipment on non-active/closed awards, the disposal of excess University-owned material will need to follow guidance set forth in University Property – Disposal of Excess Property and Transfer of University-Owned Property, BFB – BUS – 38.

Contact: Equipment Management
<https://accounting.ucr.edu/equipment>
<https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=750-99>
E-mail: equipment@ucr.edu

MATERIAL TRANSFER & DATA MANAGEMENT

Will material be transferred?

- If you are transferring material, a new Material Transfer Agreement (MTA) will be required.
 Complete an online Material Transfer Request form for outgoing materials at <https://mta.ucr.edu>.

Will data be transferred?

- If you are transferring data, a Data Use Agreement (DUA) will need to be negotiated and established by UCR.
 Complete an online Material Transfer Request form at <https://mta.ucr.edu> for any UCR data the PI intends to transfer.

mail: MTA@ucr.edu

*Adapted from the University of Wisconsin-Madison Outgoing PI Transfer Checklist with their permission.