UC RIVERSIDE | Sponsored Programs Administration

Incoming PI Transfer Checklist

This checklist is intended to serve as a guide when a Principal Investigator (PI) transfers to UCR from another 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 department Contract & Grant Analyst (CGA) for specific on-boarding procedures.

APPOINTMENT SET-UP

☐ Ensure an appointment is set-up in UCPath and a UCR NetID is assigned and activated. Ensure the PI is listed in the Enterprise Directory and is assigned the eCAF/PI role in the Enterprise Access Control System (EACS).

☐ Any PI that does not meet the eligibility criteria described in Policy 527-003 and at https://research.ucr.edu/spa/lifecycle/proposalpreparation/pi-eligibility, will need to provide a completed and signed "Request for Exception to Policy Regarding PI Eligibility" form along with a biosketch (in a single combined Adobe pdf) to Research and Economic Development (RED) via the Enterprise Access Control System (EACS).

Contact: Department Systems Account Administrator (SAA)

AWARDS

Will awards be transferring to UCR?

☐ CGA should communicate with the PI and the PI's former institution; obtain a list of awards that will be transferred to UCR

☐ CGA and PI should review sponsor's policy for transferring the award as it should indicate what information will need to be submitted by UCR. Otherwise, the PI should contact the Program Officer for guidance.

☐ PI should ensure all sponsor required accounts are affiliated with UCR and that their personal profiles have been updated reflecting their UCR contact information. See the RED Electronic Research Administration webpage for current assignments, https://research.ucr.edu/spa/era.

Each incoming award will require an electronic Campus Approval Form (eCAF)

☐ CGA will work with the PI to develop a detailed budget and justification for the remaining award funds transferring to UCR.

☐ PI will need to provide a scope of work or revised research plan for the research to be completed at UCR.

☐ Obtain the sponsor specific guidance and original solicitation from the PI.

☐ CGA to upload all required documents to eCAF and route for approval.

☐ Is the PI submitting a proposal prior to their start date at UCR? If yes, contact your department CGO for eCAF guidance.

Contact: Your department's assigned Contract and Grant Officer (CGO) in Sponsored Programs Admin. Not sure who to contact? CGO look up: SPA CGO assignments by department

PROTOCOLS/COMPLIANCE
Human Subjects
☐ Ensure a human subject's research protocol application is submitted timely to the appropriate IRB (IRB-SB or IRB-Clin), if applicable.
☐ Ensure all required Collaborative Institutional Training Initiative (CITI) online courses have been completed as well as all required ethics training.
Contact: Office of Research Integrity (ORI) (https://research.ucr.edu/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 an animal use protocol is timely submitted for any animals being transferred to UCR, if necessary. Contact the Office of the Campus Veterinarian for specific requirements <u>prior</u> to transfer.
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 a Biological Use Authorization application is submitted timely to Environmental Health & Safety, if applicable.
Contact: Institutional Biosafety Committee (IBC) IBC: https://ehs.ucr.edu/ibc Stem Cell Research Oversight Committee (SCRO): https://research.ucr.edu/ori/scro E-Mail: ehsbiosafety@ucr.edu

EQUIPMENT
☐ If equipment will be transferring to UCR, reach out to Equipment Management once the final list of equipment being transferred is obtained.
Contact: Equipment Management https://accounting.ucr.edu/equipment E-mail: equipment@ucr.edu

MATERIAL TRANSFER & DATA MANAGEMENT
Will material be transferred?
☐ If material will be transferred, a new Material Transfer Agreement (MTA) will likely be required. You may need to reach out to previous institution or the provider to initiate this process.
☐ Complete an online Material Transfer Request form for incoming materials at https://mta.ucr.edu.
Will data be transferred?
☐ If you are transferring data, you must establish a data use agreement (DUA) between UCR and either the PI's previous institution or the original provider, as applicable.
☐ Complete an online Material Transfer Request form at https://mta.ucr.edu.
Contact: MTA@ucr.edu

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