

**Department of Family Medicine
Research Program
Departing Faculty Checklist**

Internal Notification			
Point Person	Action	Date completed	By whom
Research Director	Advise departing faculty to submit written letter of resignation, including final date of employment		
Research Director	Contact Department Administrator & Grants Manager		
Research Director	Communicate with PI and HR insuring completion of Departmental actions		
Personnel			
Point Person	Action	Date completed	By whom
Research Director	Determine status of project staff (retention within Department, transfer with PI, layoff)		
Grant Actions			
Point Person	Action	Date completed	By whom
Transfer to New University			
Grants Manager	Develop sub-award to UW from new university if grant stays with DFM (in conjunction with PI)		
Grants Manager	Obtain permission from sponsor to transfer grant (in conjunction with PI)		
Grants Manager	Request UW relinquish grant (form PHS 3734)		
Grants Manager	Coordinate equipment, files/materials transfer		
Grants Manager	Prepare final invention statement		
Grants Manager	Prepare final Financial Status Report w/RSP		
Grants Manager	Close UW compliance-IRB, vert animals, biosafety, etc.		
Grant Actions			
Point Person	Action	Date completed	By whom
Close Out			
Grants Manager	Prepare final invention statement		
Grants Manager	Prepare and submit final progress report (in conjunction with Project Director)		
Grants Manager	Prepare final Financial Status Report w/RSP		
Grants Manager	Certify Effort		
Grants Manager	Close UW compliance-IRB, vert animals, biosafety, etc.		
Grants Manager & Res	Coordinate distribution of equipment, files/materials		
Miscellaneous			
Point Person	Action	Date completed	By whom
Research Director	Secure and transfer project databases		
Research Director	Develop intellectual property action		
Research Pro. Asst.	Retrieve pager, keys, ID badge, computer (need passwords)		
Research Pro. Asst.	Remove Signage		
Research Pro. Asst.	Forwarding Information: address, phone, email, etc.		
Research Pro. Asst.	Update relevant Research webpage information		