

# Incoming PI Transfer Checklist

This checklist is intended to serve as a guide when a Principal Investigator (PI) transfers to the UW 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 center/department for specific check-in procedures.

## APPOINTMENT SET-UP

- Ensure an appointment is set-up in HRS. **Note:** The individual will not be visible in WISPER until an appointment in HRS is activated.
- Activate UW NetID

**Contact:** Departmental HR Representative

## AWARDS

### Will awards be transferring to the UW?

- Communicate with the PI and the PI's former institution. Obtain a list of what awards will be transferred to the UW.
- Review sponsor's policy for transferring the award. They should indicate what information will be needed by the receiving institution.

### All incoming awards will need their own WISPER records.

- Work with PI to develop a detailed budget and justification for the remaining award funds transferring to the UW. Upload to WISPER.
- Work with PI to develop a scope of work to be completed at UW. Upload to WISPER
- Complete the necessary sponsor specific requirements for the transfer. Upload to WISPER.
- Route the record through the proper channels for approval and submission of necessary documentation.

**Contact:** RSP Pre-Award Services

E-mail: [preaward@rsp.wisc.edu](mailto:preaward@rsp.wisc.edu) / Phone: 608-262-3822

## COMPLIANCE

### Complete the necessary UW trainings.

- Complete effort training
- Complete FCOI training and submit an OAR
- Complete human subjects training (if necessary)

**For more info:** <https://www.rsp.wisc.edu/effort/training/>

**For more info:** <https://research.wisc.edu/respolcomp/coioar/>

**For more info:** <https://kb.wisc.edu/gsadminkb/page.php?id=34045>

E-mail: [effort@rsp.wisc.edu](mailto:effort@rsp.wisc.edu) / Phone: 608-262-3822

## PROTOCOLS

### Human Subjects

- Ensure protocols for human research participants are transferred and/or reviewed by the appropriate UW IRB office.

**Contact:** Appropriate Institutional Review Board (IRB)

Health Sciences IRB: E-mail: [asktheirb@medicine.wisc.edu](mailto:asktheirb@medicine.wisc.edu) / Phone: 608-263-2362

Social Sciences IRB: <http://www.irb.wisc.edu/contactus-irboffice.htm>

### Animal Subjects

- Ensure protocols for animal use are transferred and/or reviewed by the UW IACUC.

**Contact:** Research Animal Resources Center (RARC)

E-Mail: [help@rarc.wisc.edu](mailto:help@rarc.wisc.edu) / Phone: 608-262-1238

### Biological Safety

- Ensure all biosafety concerns are addressed for research to be conducted at the UW.

**Contact:** Office of Biological Safety (OBS)

E-Mail: [biosafety@fpm.wisc.edu](mailto:biosafety@fpm.wisc.edu) / Phone: 608-263-2037

## EQUIPMENT

- If equipment will be transferring to the UW have the conversation well before they arrive because there is likely implications with regard to federal awards and University property management rules.

**Contact:** Business Services Property Control

E-mail: [property@bussvc.wisc.edu](mailto:property@bussvc.wisc.edu) / Phone: 608-265-7830

## MATERIAL TRANSFER & DATA MANAGEMENT

### Will material be transferred?

- If you are transferring material, begin the negotiation of a new Material Transfer Agreement (MTA). You may need to reach out to previous institution to initiate this process.

- Complete a Material Transfer Agreement request for incoming materials through WISPER

### Will data be transferred?

- If the PI is transferring data to the UW, they must establish a data use agreement (DUA) between UW-Madison and the previous institution.

- Complete a Data Use Agreement request for inbound data through WISPER.

**Contact:** RSP Pre-Award Services

E-mail: [preaward@rsp.wisc.edu](mailto:preaward@rsp.wisc.edu) / Phone: 608-262-3822