Outgoing PI Transfer Checklist

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

	AWARDS
	Will the award transfer with PI to another institution?
☐	Determine if the award is eligible to transfer to another institution, per the sponsor's policies.
☐	Gain all approvals from both/either institution as applicable, including department, division, and the Office of Research & Sponsored Programs (RSP)
☐	Notify RSP to coordinate with the sponsor and transfer institution
☐	Prepare the necessary transfer documentation. Forward to RSP for review and submission to the sponsor
☐	Before PI departure, ensure project expenditures have been certified. Coordinate with RSP accountant to ensure proper and accurate reconciliation of accounts, completion of financial reports, and close-out of awards.
	Will the award remain at UW-Madison?
☐	The PI must name a replacement PI at UW-Madison if the project is remaining at UW-Madison. The PI change request should be initiated through RAMP, and is ultimately subject to sponsor approval.
☐	If the outgoing PI will continue to work on the project, a sub-award may be needed. Gain sponsor approval and submit the request for an outgoing sub-award through the Sub-Award Portal.
	Technical/Progress Reporting
☐	Please ensure the outgoing PI has completed all outstanding technical/progress/final reporting for all awards under which they serve as PI.
	Contact: RSP accountant assigned to your specific project.
	Not sure who to contact? RSP Accountant look up: https://www.rsp.wisc.edu/accountantsearch.html

	PROPOSALS
☐	Determine the disposition of any pending proposals (for example, withdrawing the UW proposal, and resubmitting the proposal and budget through the gaining institution).
	Contact: RSP Pre-Award Services
	E-mail: preaward@rsp.wisc.edu / Phone: 608-262-3822

	PAYROLL CERTIFICATION
☐	Ensure employee compensation compliance (ECC) statements have been certified. Contact your compensation compliance coordinator for a manual certification if you cannot certify in the online system.
	Contact: RSP Effort Administrator
	E-mail: ecc@rsp.wisc.edu / Phone: 608-262-3822

	LABORATORY
☐	Complete required laboratory closing procedures and documentation. Specific procedures and documentation may be specified by your individual department or center.
	Contact: Department/Center Administration

PROTOCOLS

Human Subjects

☐ Ensure protocols for human research participants are closed appropriately.

Contact: Appropriate Institutional Review Board (IRB)
Health Sciences IRB: E-mail: asktheirb@medicine.wisc.edu / Phone: 608-263-2362
Social Sciences IRB: http://www.irb.wisc.edu/contactus-irboffice.htm

Animal Subjects

☐ Ensure protocols for animals are closed appropriately.

Contact: Research Animal Resources Center (RARC)
E-Mail: help@rarc.wisc.edu / Phone: 608-262-1238

Biological Safety

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

Contact: Office of Biological Safety (OBS)
E-Mail: biosafety@fpm.wisc.edu / Phone: 608-263-2037

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 is likely implications with regard to federal awards and University property management rules.

Contact: Business Services Property Control
E-mail: 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).

☐ Complete a Material Transfer Agreement request for outbound materials through RAMP.

Will data be transferred?

☐ If you are transferring data, you must establish a data use agreement (DUA) between UW-Madison and the recipient institution.

☐ Complete a Data Use Agreement request for outbound data through RAMP.

Contact: RSP Pre-Award Services
E-mail: preaward@rsp.wisc.edu / Phone: 608-262-3822