

Principal Investigator Departure

Below is a checklist of items pertaining to research projects that should be taken care of prior to the Investigator's departure from the University. Note: contact the departmental administrator/human resources in terms of additional paperwork filing.

Reason for departure:

resignation retirement other, specify _____

Effective Date: _____

<u>Items to be Returned:</u>	<u>Office/Location to Return to:</u>	<u>Signature/Initials</u>
<input type="checkbox"/> keys (academic and/or labs)	Immediate Supervisor	_____
<input type="checkbox"/> address change	Immediate Supervisor	_____
<input type="checkbox"/> Accounts; close-out, reconcile, includes transfer and/or closeout of PI's IDC account	Immediate Supervisor	_____
<input type="checkbox"/> Transfer paperwork processed (either to new institution or to someone in-house)	Chair/Immediate Supervisor	_____
<input type="checkbox"/> Agency Relinquishing Statement (if applicable)	Chair/Immediate Supervisor	_____
<input type="checkbox"/> Agency Final Invention Form (if applicable)	Chair/Immediate Supervisor	_____
<input type="checkbox"/> Property Inventory, (computer, software, etc.) if applicable	Chair/Immediate Supervisor, Dean	_____
<input type="checkbox"/> Any outstanding overdue reports have been accounted for	Immediate Supervisor	_____
<input type="checkbox"/> Library and/or any rental materials returned	Immediate Supervisor	_____
<input type="checkbox"/> Travel card	_____	_____
<input type="checkbox"/> Procurement card	_____	_____
<input type="checkbox"/> Other _____	_____	_____