

Checklist for Research Investigator Departure North Florida/South Georgia Veterans Health System

PI Name:		Departure Date:	
Notify Research Office, Center Director and/or NFFRE (notify all appropriate) with date of departure as soon as known			
	PI is retiring	transferring to another University	transferring to another VA Station #
List here:			
For Human Studies			
If study will remain open at NF/SGVHS, modify the IRB/HRPP to an eligible PI			
If the study will close, submit closure paperwork to IRB and VA HRPP			
Closure submission approved by IRB and VA HRPP			
Closure submission approved by ACOS/R			
Closure submission approved by Research and Development Committee			
Research Compliance Officer Regulatory audit			
Studies have data that needs to be transferred			
Contact the Information Security Officer and HRPP Administrator:			
*** Office and Clinical space Clearance			
For Animal Studies			
Closure paperwork approved by VA IACUC			
***Also see section on Wet Lab clearance			
PI has obtained Study Clearance form from Center Director/Research Office for all staff involved in the PI's research – Copy sent to Research Office for recordkeeping			
If transferring any studies to new VA:			
Data Transfer agreement is in place			
Closure paperwork approved by IRB / HRPP / IACUC			
Closure Paperwork approved by ACOS/R			
Study closure has received final approval from Research and Development Committee			
If transferring VA funded studies to another VA PI (Change of PI)			
Request for Change of PI submitted to Research Office via letter with PI signature, New PI signature and Center Director if appropriate			
Approval obtained from Research and Development Committee			
Research Office has submitted request with Medical Center Director's letter to VACO			
Approval from VACO obtained			
Data Transfer agreements in place (contact ISSO)			
Arrangements for storage of data completed with Center Director/NFFRE and Research Office			
NF/SGVHS Research Office has copy of VACO program transfer approval letter			
If transferring Non-VA funded studies to another VA PI			
Notify Center Director if you belong to a Center or NFFRE			
Submit modification to IRB			

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North Florida/South Georgia Veterans Health System**

	Submit modification to VA HRPP
	Arrangements for storage of data completed with Center Director/NFFRE and Research Office if housed at VA
	PI wishes to take equipment (<i>List equipment</i>)
	PI emails request to ACOS/R with a list of all equipment they would like to take with them and the source of funds used to purchase equipment
	If equipment is bought from a currently active Merit Review, PI has right to take with
	If the Merit Review is not active or was purchased with other funds, the Research Office determines the use of the equipment
	Has written approval from Center Director or ACOS/R / NFFRE (Obtain all appropriate)
	Has obtained Research and Development Committee approval
	Has appropriate forms and transmittal letter signed by Medical Center Director
	OFFICE AND LABORATORY CLEARANCE PROCEDURES:
	PI has wet lab space (see "Laboratory Close Out Checklist")
	Notify Research Office with date of departure as soon as known
	PI has clinical space; Notify ACOS/R and AO
	Notify Research Office with date of departure as soon as known
	PI has office space only; Notify ACOS/R and AO
	Notify Research Office with date of departure as soon as known
	Page 19 has been completed by Research Grants Specialist and submitted to VACO Any outstanding funds sent back to VACO or forwarded on to new station
	Grants Specialist has transferred PI to new station in ePROMISE
	Investigator has complete Station Clearance form
	Has turned in key card to Appropriate person
	Has turned in ID badge to appropriate person
	Copy of completed Clearance form sent to Research Office for Release from Station letter
	Investigator has cleared with Human Resources
	PI has letter of Release from Station signed by Center Director/ NFFRE Director (if appropriate) and ACOS/R