Outgoing PI Transfer Checklist

This checklist is intended to serve as a guide when a Principal Investigator (PI) leaves UCCS. 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 college or department for specific check‐out procedures.

**If you are the PI or Co-PI on a sponsored project and are leaving the university reach out to OSPRI immediately. Each situation will need to be evaluated on a case-by-case basis.**

Awards

Will the award transfer with the PI to another institution?

Departing PI to:

Complete the form ‘Request for Grant Transfer/Release from the University of Colorado Colorado Springs’. Obtain this form from OSPRI.

Before PI departure, ensure the project expenditures have been reviewed between the PI and their departmental post-award individual. Coordinate with UCCS Sponsored Projects Accounting (SPA) to ensure sponsor billing is current, completion of financial reports and close-out of award at UCCS.

OSPRI to:

Determine if the award is eligible to transfer to another institution, per the sponsor’s policies.

Will the award remain at UCCS?

Departing PI to:

In coordination with their Dean/Chair/Vice Chancellor, propose a replacement PI (usually the Co-I, if applicable). Forward recommendation to OSPRI to coordinate submission request to the sponsoring agency. Please note that the to-be named PI must adhere to UCCS policy 900-006.

If the proposed replacement PI does not fit the automatic eligibility requirements to serve as PI, a request for PI eligibility needs to be submitted for review/approval. The PI Eligibility Request form is located at <https://osp.uccs.edu/resources/forms>

If the outgoing PI continues to work on the project at their new institution, a subaward may be needed. Coordinate with OSPRI.

ePERS

Departing PI & Department Admin to:

Ensure previous effort reports have been certified (campus portal, CU Resources Home drop-down, Business Tools, then ePERS tile).

The current period effort report needs to be manually certified. Contact Melinda Hamilton in SPA to manually certify each ePERS for the current period. Note, effort reports apply to all personnel paid from the project.

Human Resources

Departing PI & Department Admin to:

Faculty & Staff – consult the UCCS HR website <https://hr.uccs.edu/document-library> Separation section for guidance.

Student employees – consult the Student Employment website <https://stuemp.uccs.edu/forms> for the [Student Employee Termination Notice](https://stuemp.uccs.edu/sites/g/files/kjihxj1596/files/inline-files/Termination%20Notice_7182022.pdf) if their funding is ending.

Laboratory

Departing PI to:

Contact your department / college for specific laboratory or studio closing procedures.

Research Compliance

Departing PI to:

Human subjects – ensure protocols for human subjects research (IRB) are closed appropriately via IRBManager’s ‘Request for Change’ <https://osp.uccs.edu/research-compliance/research-involving-human-subject-irb/IRBManager> Contact [IRB@uccs.edu](mailto:IRB@uccs.edu) with questions.

Survey incentives – ensure any survey incentive programs (gift card programs) are closed appropriately with the UCCS Controller’s Office [acctfund@uccs.edu](mailto:acctfund@uccs.edu)

Animal subjects – ensure protocols for Institutional Animal Care and Use Committee (IACUC) are closed appropriately by sending an email to [CompOSP@uccs.edu](mailto:CompOSP@uccs.edu)

Biological safety – ensure protocols for IBC (Institutional Biosafety Committee) are closed appropriately via the ‘IBC Biosafety Application Addendum Form’ <https://ehs.uccs.edu/hazardous-materials-management/biosafety> or by contacting Cynthia Norton in Environmental Health & Safety [cnorton@uccs.edu](mailto:cnorton@uccs.edu)

Technology control plan / Export controls – ensure protocols for technology control plans are closed appropriately by emailing [exportcontrol@uccs.edu](mailto:exportcontrol@uccs.edu)

Equipment

Departing PI & Department Admin to:

Ensure research project equipment (on loan or purchased with project funds) is accounted for. Reference the Resource Management Division of the UCCS Controller’s Office <https://rmd.uccs.edu/uccs-controllers-office/property-and-equipment-inventory> or by contacting Mary Lile [mlile2@uccs.edu](mailto:mlile2@uccs.edu)

Contact the UCCS Property Accountant. Equipment purchased with sponsored funds cannot leave campus without review and approval from the UCCS Property Accountant, Mary Lile.

Material Transfer & Data Management

Departing PI to:

If transferring hazardous material, reference <https://ehs.uccs.edu/hazardous-materials-management/materials-transfer-agreement> to begin a material transfer agreement (MTA).

If transferring or copying data, contact your department / college and / or the OIT IT Security Program Manager [security@uccs.edu](mailto:security@uccs.edu)

Status of invention disclosures / patent applications, contact the CU Technology Transfer Office <https://www.cu.edu/technology-transfer-office>