

Faculty / Lab Offboarding Checklist

This checklist provides guidance on research policies and services when a principal investigator closes a lab at UCSF. This checklist focuses on offboarding related to research and does not reflect all HR separation requirements.

Grants / Contracts / Data Use Agreements		
Manage your open grants, contracts, and data use agreements (DUAs)		
	Work with your CAO and your department’s financial/post-award analyst to review all open grants, contracts and DUAs.	
	Contact the Office of Sponsored Research to generate a list of your ongoing grants, contracts, and DUAs.	<ul style="list-style-type: none"> • Find your OSR Support Professional
	Transfer or close your grants, contracts, and DUAs.	
	<ul style="list-style-type: none"> • Transfer an agreement to a new PI at UCSF. Reach out to OSR to begin the process. 	<ul style="list-style-type: none"> • NIH Change of Principal Investigator (PI) • NIH Multiple Principal Investigators (PI)
	<ul style="list-style-type: none"> • Transfer an agreement to a new institution. Reach out to OSR and the funding agency to begin the transfer process. 	<ul style="list-style-type: none"> • NIH Change of Recipient Organization
	<ul style="list-style-type: none"> • If any agreement needs to be closed, contact Industry Contracts if the funding source is an industry entity. For non-industry-funded agreements, check the terms of the agreement and contact the appropriate contracts officer. 	
Research Data		
Ensure your data are stored, shared, and archived appropriately		
	Create a file with relevant metadata about your research data, including: <ul style="list-style-type: none"> • Description of data collected (any patient identifiers?) • How was it stored and analyzed? • Future reusability 	<ul style="list-style-type: none"> • Best Practices: README Style Metadata • Reproducible Data Management
	Determine timelines for data retention and maintenance as per funding agency and UCSF requirements.	<ul style="list-style-type: none"> • NIH Data retention Policy • UC Research Data Policy
	Determine who will be responsible for maintaining the data in the future for data that will stay at UCSF. <ul style="list-style-type: none"> • Check with colleagues and/or department to find a steward for the data and inform your CAO. • To transfer ownership of research data for active studies with IRB approval, the new PI should be added to the study in iRIS. 	<ul style="list-style-type: none"> • iRIS: Info and FAQs • IRB Consent and Permission to Share

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	<ul style="list-style-type: none"> • For completed human subject research studies where data has been permanently de-identified, check the original consent form for limits on data sharing outside of the study team. • For completed human subject research studies where data is identifiable, the new PI will need to submit a new study for IRB approval. <i>Additional research using identifiable data will require reconsenting participants. Waiver of consent will not be approved by IRB barring extraordinary circumstances.</i> 	
	<p>Determine whether research data/ownership of research data needs to be transferred outside of UCSF.</p> <ul style="list-style-type: none"> • To transfer ownership of research data, contact Industry Contracts to determine requirements and regulations around transferring ownership of the research data and finalize an agreement. • To take research data with you to your new institution, contact Industry Contracts to create a data transfer agreement by filling out the Data Transfer Request Form. (You will need the contact information for contracting and transfer of data and/or materials at the new institution to start the process.) 	<ul style="list-style-type: none"> • Find your Industry Contracts Professional
	<p>Determine what data needs to be deleted. Check the terms of your agreements to determine data deletion requirements and timeline.</p>	<ul style="list-style-type: none"> • UCSF IT Data Destruction Service • Clean up your personal computer when leaving UCSF
	<p>Identify what data needs to or can be shared in research data repositories.</p> <ul style="list-style-type: none"> • Determine the right repository for your data. 	<ul style="list-style-type: none"> • NIH 2023 Data Management and Sharing Policy • NIH Institute and Center Data Sharing Policies
	<p>Identify what data needs to be archived for long-term storage.</p> <ul style="list-style-type: none"> • Work with your CAO for long-term archival of your research data. • Contact Research Cybersecurity Team with questions regarding research data storage. 	
<p>Record/Lab Notebook</p>		

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	<p>Determine what lab records and lab notebooks need to be stored and accessible to appropriate colleagues.</p> <ul style="list-style-type: none"> • Review UCSF guidance and funding agency policies to determine the length of time lab records should be retained. Notebooks must be securely destroyed or deleted once retention has been met. • Work with your CAO to archive or transfer lab records and lab notebooks access to appropriate colleagues. 	<ul style="list-style-type: none"> • UCSF Guidance for Electronic and Paper Lab Notebooks • Record Retention, Storage and Disposition • UCSF Record Management and Retention • UCSF Record Management Best Practices/ Cost Analysis
Equipment and Materials		
	<p>Inventory your lab’s equipment and materials. This may include personal and shared biospecimen / tissue banks, and lab consumables (e.g. pipettes, wipes).</p> <ul style="list-style-type: none"> • Research funding belongs to UCSF. If funding is transferred to your new institution, then equipment bought with that funding can be transferred. Otherwise, ownership of equipment stays with UCSF unless you obtain appropriate approval. 	
	<p>Identify all equipment and materials to be transferred to your new institution.</p> <ul style="list-style-type: none"> • Work with your CAO on equipment and materials transfer. CAO will work with the Controller’s Office and department’s equipment custodian. • For human materials (e.g. blood, tissue, resected tumors, etc.), contact Industry Contracts and complete a Material Transfer Request Form. • For non-human materials (e.g. mice, modified cell lines, reagents), contact the Laboratory Animal Resource Center (LARC) and Office of Technology Management to create an outgoing Material Transfer Agreement. Include with your request: a list of all the materials, where they came from, and copies of any incoming material transfer agreements. 	
	<p>Identify what materials need to be stored at UCSF, determine where materials will be stored, and who is responsible for maintaining them.</p> <ul style="list-style-type: none"> • Check with your colleagues/department about taking ownership of the materials. 	

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	<ul style="list-style-type: none"> Determine whether non-human materials can go to a repository. Consult with the Office of Technology Management to find the right repository. 	
Lab Employees		
	<p>Develop a plan for your lab employees.</p> <ul style="list-style-type: none"> Reach out to your HR representative and your CAO/division manager to begin discussing the plan for lab employees. Identify funding source for lab employees that need to stay on. Ensure that lab employees staying on have access to all necessary data. Transfer necessary file and folder ownership as appropriate. <i>Data stored in the cloud (e.g. Box, email, etc.) will be deleted within 90 days of your separation date.</i> 	<ul style="list-style-type: none"> Manage your data when leaving UCSF
	<p>Determine if you need to maintain affiliate status with UCSF.</p> <ul style="list-style-type: none"> To maintain an affiliate status with UCSF, speak with your CAO/division manager about setting up the appropriate affiliation. 	
Physical Space		
	<p>Broom clean and decontaminate your vacated space.</p> <ul style="list-style-type: none"> Remove all moveable equipment (including -80s and any refrigerators) and furniture (e.g. desks, cabinets, chairs, carts, freestanding bookshelves). Contact Supply Chain Management /Surplus at (415) 502-3086. Fume hoods and built-in cabinets can stay. Remove all supplies, chemicals, isotopes, files, books, personal items, and trash. Work with Environmental Health and Safety (EH&S) to decontaminate your space. <p>Once broom clean, email photos of the vacated space to:</p> <ul style="list-style-type: none"> Your CAO / division manager Karin Wong, Director, Space Strategy, SOM Dean's Office (karin.wong@ucsf.edu). 	<ul style="list-style-type: none"> Broom Cleaning: Checklist and Contacts
	<p>If the department wishes to continue using the vacated space (for a new PI or other use), the department must request continued use by submitting a space use proposal to the SOM Space Committee by emailing Karin Wong, Director, Space Strategy, SOM Dean's Office (karin.wong@ucsf.edu).</p>	<ul style="list-style-type: none"> Vacated Space: Procedure Checklist Vacated Space: Use Proposal Template



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	Provide physical keys, lock codes, and key cards to department CAO.	
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