Checklist for Departing PIs

This checklist is a tool to assist Departments, Faculties, OSR and RFMS when a researcher resigns from the University.

Researcher Name:	Department:
Effective Date:	Researcher forward contact information:

Task	Responsible Party	Completed
General Administrative Matters		
Resignation letter submitted	PI	
OSR & RFMS notified (promptly upon receipt of resignation letter)	PI/Department	
PI's research personnel (staff, students, research trainees) notified	PI/Department/HR	
PI's committee memberships notified	PI	
Termination paperwork completed	PI/Department/Faculty	
McGill staff directory/website updated; access cards	Department/Faculty	
Research Administration Matters		
Disposition of each grant/contract assessed	PI/Department	
Budget for research funds required during the remaining months at McGill assessed	PI/Department	
Disposition of each grant/contract discussed with Awards OSR	PI/Department/OSR	
1. Award termination/non-transferrable awards		
a. Assessment of revenue received/outstanding payments	Department/RFMS	
b. Sponsor(s) promptly notified	PI/OSR	
c. Technical/closeout reports submitted	PI/Department/OSR	
d. Subawards/subcontracts terminated	OSR/RFMS (after PI notified collaborators)	
e. Resolution of unspent funds/over-expenditures	PI/Department/RFMS	
2. Award transfer (sponsor-specific)		
a. New institution notified of incoming awards	PI	
b. Sponsor(s) notified and applicable documents for transfer of awards submitted	PI/OSR/RFMS (with assistance from Dept)	
c. Subawards/subcontracts terminated	OSR/RFMS (after PI notified collaborators)	
d. Financial reports submitted	RFMS (with assistance from PI/Dept)	
3. Awards remaining at McGill (if permitted by Sponsor terms)		
a. Sponsor notified of departure/change in academic status	PI/OSR	
b. If PI retains an eligible FFM status and permitted by Sponsor terms to retain PIship at McGill	No other action need once Sponsor notified	
c. If a change in PIship is required: request to transfer to Co-investigator submitted to Sponsor	PI/OSR	
4. Pending awards – Sponsors and OSR notified	PI	
All technical reports submitted for research funds and confirmed with OSR	PI	

All financial reports submitted for research funds	RFMS	
IDEA commercialization notified of Intellectual Property implications	PI/OSR	
Disposition of equipment		
1. Inventory of laboratory contents & confirmation of next steps for McGill-owned equipment completed	PI/Department/ RIR Strategic Initiatives (if CFI-related)	
2. McGill Risk Management and Insurance notified if applicable	PI/Department	
3. Disposition and/or Relinquishment of ownership of equipment by McGill obtained in writing	Department/Faculty/Procurement	
Research Compliance		
Human Subjects Protocol(s)		
1. REB contacted for list of active/pending protocols	PI	
2. Determine disposition for each protocol	PI	
a. Protocol Transfer to new PI	PI	
b. Protocol Termination	PI	
c. Protocol remains under PI's supervision (must hold eligible McGill appointment)	PI	
3. Data transfer agreements put in place as necessary	PI/REB/OSR	
Animal Subjects Protocol(s)		
1. Animal Compliance Office contacted for list of active/pending protocols	PI	
2. Determine disposition for each protocol	PI	
a. Protocol Transfer to new PI	PI	
b. Protocol Termination	PI	
c. Protocol remains under PI's supervision (must hold eligible McGill appointment)	PI	
3. Disposition of animal colonies	PI/Animal Care	
a. Fund confirmed for animal charges if applicable	PI/Department	
Disposition of biohazardous materials, chemical waste, radioactive materials and appropriate close-out of all applicable EHS certificates	PI /Environmental Health and Safety	
Laboratory areas properly cleaned and safety issues resolved	PI/Department	
Financial Compliance		
PCard cancelled	Department	
Approval authority for financial transactions removed	Financial Services	
Cash advances returned and/or reconciled	PI/Department	
All supporting documentation related to financial transactions on research funds transferred to central local repository	PI/Department	