

Office of Research

Departing Faculty Checklist

Have you notified the Office of Research of your upcoming departure if you are a current or past grant or contract holder? Have you notified research associated committees e.g. Biosafety, Radiation Safety Animal Care, Ethics of your imminent departure? It is important that you notify the Office of Research of changes in your employment status, including if you later become an Adjunct Faculty or Professor Emeritus.

Before departing:

1. Contact the Research Support Services Team (Ext: 56943) to discuss:
 - a. Status of your project(s) (outstanding deliverables/milestones)
 - b. Transition plan
 - c. Status of grad student thesis
 - d. Status of intellectual property (developed, background IP)
 - e. Status of certifications/approvals
 - f. Account status

Laura Beaupre, Director, Research Support Services: lbeaupre@uoguelph.ca

2. Contact the Manager, Risk Management (Ext: 56401) to discuss or confirm:
 - a. Termination of biosafety or radiation safety permits or transfer of them to a suitable alternate, ensuring you have completed the process through the biosafety or radiation safety officers
 - b. Termination of all active regulatory permits, licenses, or projects to ensure all appropriate University contacts are informed
 - c. Transfer of all hazardous materials, including research samples that are no longer required, to a suitable owner or that arrangements have been made for their disposal
 - d. Transfer inventory of controlled drugs/substances under your care to the University Pharmacist (Ext: 54439). Contact Health Canada, Office of Controlled Substances (exemption@hc-sc.gc.ca or 613-952-2219) to terminate exemptions, or transfer authority to another researcher
 - e. Decommissioning of your laboratory if applicable
 - f. Transfer of responsibility for long term storage and maintenance of research samples and/or data
 - g. Transfer of responsibility for any ongoing regulatory or contractual monitoring or other requirements associated with research activities

Jennifer Wesley, Manager, Research Risk: jwesley@uoguelph.ca

3. Contact the Catalyst Center (Ext: 58878) to discuss:
 - a. Status of projects involving industry (where Industry Liaison was involved in the project)
 - b. Status of and future wishes for intellectual property if disclosed to the Catalyst Centre
 - c. Arrangements for future correspondence re: royalty revenue
 - d. Next of kin contact information

Erin Skimson, Director, Catalyst Centre: eskimson@uoguelph.ca

4. Contact Animal Care Services (ACS) (acc@uoguelph.ca) if:
 - a. You are a Principal Investigator responsible for Animal Utilization Protocols (AUP). If research, teaching or general protocol continues you must:
 - i) Find a replacement PI and amend all AUPs you are responsible for
 - ii) Inform colleagues listed under your AUP
 - iii) Provide ACS with information regarding animal usage for the current calendar year for all your AUPs

Prior to your departure, it is important that you inform the Manager of Animal Facility(s) /Research Station where you conduct your in vivo work.

- b. You want to discontinue (EXPIRE) one or all AUPs under your responsibility. To do so:
 - i) Send an e-mail to acc@uoguelph.ca
 - ii) Inform colleagues listed under your AUP
 - iii) Provide ACS with information regarding animal usage for the current calendar year for all your AUPs
 - c. You are a Designated Emergency Contact or Attending Veterinarian
 - i) ACS will identify AUPs you are listed on and inform all PIs

Alex Popovic, Director, Animal Care Services: apopovic@uoguelph.ca

5. Contact the Research Ethics Office (reb@uoguelph.ca or X56606) to discuss the status and disposition of your remaining ethics clearances. They may need to be:
 - a. Closed
 - b. Transferred to another institution
 - c. Transferred to another faculty member

Thank you for contacting the Office of Research prior to your departure to make all necessary arrangements.