

Research Services Office

Departing Faculty Checklist

Have you notified the Research Services Office of your upcoming departure if you are a current or past grant or contract holder? Have you notified the appropriate research-associated committees e.g. Biosafety, Radiation Safety, Animal Care, and/or Human Ethics of your imminent departure? It is important that you notify the Research Services Office 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** (resserv@uoguelph.ca; Ext: 56943) to discuss:
 - a. Status of your research project(s) (outstanding deliverables/milestones)
 - b. Transition plan
 - c. Status of graduate student theses
 - d. Status of intellectual property (developed, background IP)
 - e. Status of certifications/approvals
 - f. Account status

It is recommended that you compile a list of your active projects, including the project title, sponsor, term (start/end date), associated trust accounts, associated certifications/approvals, and indication of graduate student involvement, in order to assist us in facilitating this important discussion.

Carolyn Osborn, Interim Director, Research Support Services: cosborn@uoguelph.ca

2. **Contact the Manager, Research Risk** (Ext: 56401) to discuss:
 - a. *Biohazard/Radiation Safety Permits*
 - a. Termination/decommissioning of biohazard or radiation safety permit(s) or
 - b. Transfer responsibility to a suitable alternate via amendment process(es)
 - b. *Hazardous Materials* - Transfer or dispose of all (chemical, biohazard, radiation), including research samples and materials in long term storage, following appropriate procedures
 - c. *Controlled drugs* - Transfer 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](tel:613-952-2219)) to terminate exemptions, or transfer authority to another researcher
 - d. Decommissioning of your laboratory if applicable
 - e. Termination/amendment of active regulatory permits, licenses, or other permissions as applicable

- f. Transfer of responsibility for any ongoing regulatory or contractual monitoring or other ongoing requirements associated with research activities

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

3. **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 holding protocol continues you must:
 - i) Ensure that all protocols due for renewal within 3 months of your departure have been submitted for renewal by completing Section 9, Appendix 8: Annual Renewals
 - ii) Provide ACS via email (acc@uoguelph.ca) with information regarding animal usage for the current calendar year up to the point of departure for all your AUPs
 - iii) Indicate the name of the new PI (s) who will take responsibility for your AUP(s) and amend all AUPs you are responsible for (as a minor amendment) as follows:
 - (1) Update all procedures that you are listed in with the replacement PI/personnel
 - (2) Have the new PI sign and date the AUP. (It will be then be routed to the chair to ensure eligibility)
 - iv) Inform colleagues and personnel listed under your AUP

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. *If you plan to discontinue or close one or all AUPs under your responsibility. You must:*
 - i) Send an e-mail to acc@uoguelph.ca requesting closure of your AUP(s) prior to their date of renewal or expiration
 - ii) Inform colleagues and personnel listed under your AUP(s)
- c. Provide ACS via email (acc@uoguelph.ca) with information regarding animal usage for the current calendar year up to the point of departure for all your AUPs
- d. If you are a Designated Emergency Contact or Attending Veterinarian on an AUP
 - i) ACS will identify AUPs you are listed on and inform all PIs

Sascha Tuuha, ACS Program Manager: stuuha@uoguelph.ca

4. **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 Research Services Office prior to your departure to make all necessary arrangements.