

## Retiring or Leaving UW Oshkosh?

### Principal Investigator Responsibilities for Research Projects and Grants

#### Follow these steps for Human Subjects Research Studies (IRB Projects):

Once your contract ends and you no longer have an affiliation with UW Oshkosh, your IRB approval will not be active and UW Oshkosh IRB will no longer be your IRB of record. Please plan ahead and contact the IRB office if you need assistance.

#### **If you are moving to a new institution and wish to continue your research:**

- Contact your new institution's IRB Office for instructions on how to seek approval and close your open studies at UW Oshkosh prior to departure.

#### **If you have completed your study or no longer plan to continue the research:**

- Submit [IRB Closure Form](#).

#### **If you wish to transfer your research to another UW Oshkosh PI:**

- Submit an [IRB Modification Request](#) to change the PI along with updated consent forms, advertisements, training documentation. Per the UWO PI Policy, the new PI must be a faculty or staff member with an appointment at the university.
- Provide new PI with research data and IRB records required for retention.

#### **If you wish to continue to collaborate on the research with a UW Oshkosh PI:**

- Contact the IRB Office to set up any appropriate agreements.

#### **If you will no longer be continuing the research and a UW Oshkosh faculty or staff member listed as a Co- PI will continue the study:**

- The Co-PI may submit an [IRB Research Personnel Change Form](#) to remove you as Co-PI if you will not continue working on the study.

#### Follow these steps for Biological Research and Teaching Experiments (IBC projects):

Once your contract ends and you no longer have an affiliation with UW Oshkosh, your IBC approval will not be active. Please plan ahead and contact the IBC office if you need assistance.

#### **If you are moving to a new institution and wish to continue your research:**

- Contact your new institution's IBC Office for instructions on how to seek approval and close your open studies at UW Oshkosh prior to departure.

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**If you have completed your study or no longer plan to continue the research:**

- Submit [IBC Closure Form](#).

**If you wish to transfer your research to another UW Oshkosh PI:**

- Submit an [IBC Modification Request](#) to change the PI. Per the UWO PI Policy, the new PI must be a faculty or staff member with an appointment at the university.
- Provide new PI with research data and IBC records required for retention.

**If you wish to continue to collaborate on the research with a UW Oshkosh PI:**

- Contact the IBC Office to set up any appropriate agreements.

**If you will no longer be continuing the research and a UW Oshkosh faculty or staff member listed as a Co- PI will continue the study:**

- The Co-PI may submit an [IBC Research Personnel Change Form](#) to remove you as Co-PI if you will not continue working on the study.

**Laboratory Cleanout:**

Please contact the Office of Risk and Safety and your Department Chair(s) to schedule a laboratory clean out appointment.

**[Follow these steps for animal research or teaching activities \(IACUC projects\):](#)**

Once your contract ends and you no longer have an affiliation with UW Oshkosh, your IACUC approval will not be active unless a Co-PI assigned to the project will continue work on the project. Animals without an active PI/Co-PI will be placed on the veterinary holding protocol for species-appropriate husbandry and care. Please plan and contact the IACUC Office and Laboratory Animal Manager in advance.

**If you are moving to a new institution and wish to continue your research:**

- Contact your new institution's IACUC Office for instructions on how to seek approval and close your open protocols at UW Oshkosh prior to departure.

**If you have completed your study or no longer plan to continue the research:**

- Submit [IACUC Closure Form](#).

**If you wish to assign the protocol to another UW Oshkosh PI:**

- Submit an [IACUC Modification Request](#) to change the PI. Per the UWO PI Policy, the new PI must be a faculty or staff member with an appointment at the university.
- Provide new PI with research data and IACUC records required for retention.

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**If you wish to continue to collaborate on the research with a UW Oshkosh PI:**

- Contact the IACUC Office to set up any appropriate transfers and agreements.

**If you will no longer be continuing the research and a UW Oshkosh faculty or staff member listed as a Co- PI will continue the study:**

- The Co-PI may submit an [IACUC Modification Request](#) to remove you as Co-PI if you will not continue working on the protocol.

**Follow these steps for extramural grant awards prior to your departure from UWO:**

1. If you intend to **close out** the grant
  - a. Contact [OSP@uwosh.edu](mailto:OSP@uwosh.edu) and Brandon Hennes ([hennesb@uwosh.edu](mailto:hennesb@uwosh.edu))
    - i. OSP will contact the sponsor and obtain grant closeout guidance
    - ii. Grant closeout may take multiple weeks so please plan accordingly
  - b. Submit your final report to the sponsor
  - c. Work with your Grants Accountant ([hennesb@uwosh.edu](mailto:hennesb@uwosh.edu)) to close out your grant project account and to draw down or return funds to sponsor, as applicable
2. If you intend to **transfer the grant ownership to your new institution:**
  - a. Contact [OSP@uwosh.edu](mailto:OSP@uwosh.edu) and Brandon Hennes ([hennesb@uwosh.edu](mailto:hennesb@uwosh.edu))
  - b. Provide information on the following:
    - i. Your new institution name
    - ii. Formal date you will transfer to the new institution
    - iii. Name of your contact person at the new institution's Office of Sponsored Programs
  - c. UWO OSP will contact their counterparts at the new institution to initiate a transfer request and will also contact the sponsor to request an award transfer and guidance
  - d. UWO must approve grant relinquishment to your new institution
  - e. Work with your Grants Accountant ([hennesb@uwosh.edu](mailto:hennesb@uwosh.edu)) to close out your grant project account and to draw down remaining funds for UWO-based project expenses before your departure
3. If you intend to **name a new UWO Principal Investigator (PI)** on the grant:
  - a. Contact [OSP@uwosh.edu](mailto:OSP@uwosh.edu) and Brandon Hennes ([hennesb@uwosh.edu](mailto:hennesb@uwosh.edu))
  - b. Provide information on the following:
    - i. Justification for Change in Key Personnel
    - ii. Formal date requested to finalize the change in PI
    - iii. Name of the proposed new Principal Investigator

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- c. UWO OSP will contact the sponsor for guidance on changes in key personnel
  - i. Changes in key personnel typically require the new PI to provide the following documentation
    1. CV/Biosketch
    2. Current/Pending Support Listing
    3. Complete a Financial Conflict of Interest (FCOI) disclosure and training for federal grants
- d. UWO OSP will schedule a startup meeting with the new PI to review the award terms, reporting requirements, etc.

**Laboratory Cleanout:**

If your grant involves use of laboratory space please contact the Office of Risk and Safety and your Department Chair(s) to schedule a laboratory clean out appointment.

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