

## TJU FACULTY RESEARCH LABORATORY CLOSE-OUT CHECKLIST

**When a faculty member involved in laboratory research at TJU is terminating employment, or remaining in a different capacity but closing down his/her laboratory, the following process must be followed with assistance from designated divisional/departmental/institutional administrative personnel:**

1. Departmental Chairs/Divisional Heads/Business Administrators should notify the Senior Associate Provost for Research Conduct and Compliance (Theodore Taraschi, PhD; 5-3900) as soon as it is clear that the faculty member will be leaving and closing down his/her lab in order to facilitate lab closeout and the process to relinquish grants, equipment, reagents, etc. to another institution. **It is recommended to initiate the close-out process at least 90 days prior to departure.**
2. A signed laboratory one page close-out checklist must be completed attesting to successful closure indicated by sign-off approval by all appropriate representatives/offices involved in oversight of this laboratory including, as examples, the following:
  - A. General laboratory clean-up (appropriate divisional/departmental business administrator)
  - B. Office of Biosafety (S. Gotta, 3-7422).  
[http://www.jefferson.edu/university/facilities\\_management/safety/environmental\\_health\\_safety/ibc/committee.html](http://www.jefferson.edu/university/facilities_management/safety/environmental_health_safety/ibc/committee.html)
  - C. Office of Radiation Safety (C. Anderko, 5-7813)
  - D. Office of Research Administration (T. Schailey, 3-1295)  
[http://www.jefferson.edu/university/research\\_administration.html](http://www.jefferson.edu/university/research_administration.html)
  - E. Environmental Health and Safety (S. Baker, 3-7352)  
[http://www.jefferson.edu/university/facilities\\_management/safety/environmental\\_health\\_safety.html](http://www.jefferson.edu/university/facilities_management/safety/environmental_health_safety.html)
  - F. Office of Human Research & Institutional Review Board (K. Conner, 3-8966 or W. Kraft, 3-0203)  
<https://research.jefferson.edu/clinical/personnel/human-research.html>
  - G. Office of Animal Resources (J. Daviau, 3-5885)  
[http://www.jefferson.edu/university/animal\\_resources.html](http://www.jefferson.edu/university/animal_resources.html)
  - H. Institutional Animal Care and Use Committee (C. Diallo, 3-9135)  
<https://research.jefferson.edu/resources/sponsored-research/iacuc.html>
  - I. Office of Innovation/Technology Transfer (M. Accordino, 5-6862)  
<http://www.innovation.jefferson.edu/about.html>
  - J. Jefferson Clinical Research Institute (R. Polizzi, 3-2127)  
<http://www.jefferson.edu/university/research/clinical-research-institute.html>
  - K. Jefferson Office of International Affairs (M. Song, 3-4024 or J. Roberts, 3-4023)  
[http://www.jefferson.edu/university/international\\_affairs.html](http://www.jefferson.edu/university/international_affairs.html)
3. This multi-approved, signed checklist must be presented to the Senior Associate Provost for Research Conduct and Compliance (Theodore Taraschi, PhD; 5-3900) for final approval and signature prior to TJU finalizing the relinquishment of any grants/funding/animals/reagents/cell lines, etc., to another institution.
4. Faculty must leave original data in accordance with TJU Policy #110.05, "Retention of Tangible Research Property". This policy also applies to any fellows, students, technicians or visiting scientists. An inventory and the location of these records must be provided to the Departmental Business Administrator prior to leaving Jefferson or the assumption of a non-research position.

**LABORATORY CLOSE-OUT CHECKLIST**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Laboratory(ies) location (Building & room number(s))**

\_\_\_\_\_

**Office location(s) (Building & room number)**

**If faculty member is PI of human research studies, contact Office of Human Research (3-8966).** Amendment must be submitted for each study to replace departing personnel with new PI (forms OHR-12B and OHR-12C). If a co-PI, an amendment should be submitted to remove or modify the role of the investigator. If study closes with departure of the investigator, study should be formally closed by submitting OHR-9 to the IRB. The investigator should provide a plan for transfer of responsibility for all study-related materials and potential sharing of data on clinicaltrials.gov.

\_\_\_\_\_

OHR (K. Conner or W. Kraft-verified/initialed/date)

**If faculty member research involves animals, contact Office of Animal Resources (J. Daviau at 3-5885). If any active IACUC protocols, contact IACUC office (C. Diallo at 3-9135).**

\_\_\_\_\_

OAR (J. Daviau-verified/initialed/date)

\_\_\_\_\_

IACUC (C. Diallo-verified/initialed/date)

**If faculty member wants to negotiate transfer of any externally-funded project from TJU, contact his/her department business administrator, their RACE administrator and the Office of Research Administration (T. Schailey at 3-1295). For transfer of non-federal awards or contracts involving human research, contact the JCRI administrator (R. Polizzi, 3-2127), who will contact the sponsor.** NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration date of the approved project period. A change of grantee organization request must be made prior to the anticipated start date at the new organization and preferably several months in advance. Failure to provide timely notification may result in disapproval of the request or a delay in processing by the NIH.

\_\_\_\_\_

ORA (T. Schailey-verified/initialed/date)

\_\_\_\_\_

JCRI (R. Polizzi-verified/initialed/date)

**If you have a Commonwealth of Pennsylvania formula grant(s), you must submit any required annual and/or final progress report(s).**

\_\_\_\_\_

SAPRCC (J. Gutierrez – verified/initialed/date)

**If faculty member research requires MTAs or involves patents/inventions contact Jefferson Innovation (J. Hu at 5-6073).**

\_\_\_\_\_

Innovation (J. Hu-verified/initialed/date)

**If a faculty member or a member of their team is a Jefferson sponsored international researcher (M. Song, 3-4024 or J. Roberts, 3-4023).**

\_\_\_\_\_

International (M. Song or J. Roberts-verified/initialed/date)

**Office/Non Lab Space (Divisional, departmental/institutional administrator initial/date):**

\_\_\_\_\_

Desk/file cabinets empty; computer secured; keys relinquished

\_\_\_\_\_

Room vacant (includes shelves, trash and nothing left in hallway)

**Bench Lab/Lab Support or Clinical Research Space Where Applicable (PI/Administrator initial/date):**

\_\_\_\_\_

Research Data Inventory (Originals, Hardcopy and/or electronic) catalogued and documented

\_\_\_\_\_

Chemical Inspection (S. Baker-verified/initialed/date)

\_\_\_\_\_

Bio Safety Inspection (S. Gotta-verified/initialed/date)

\_\_\_\_\_

Radiation Safety (J. Keklak-verified/initialed/date)

\_\_\_\_\_

Room keys relinquished to designated administrator (Administrator-verified/initialed/date)

\_\_\_\_\_

Room vacant as agreed to with Department/Division Chair and Business Administrator (includes all items on top/below benches, drawers, shelves, refrigerators/freezers emptied trash disposal, nothing left in hallway) (P. Berg, 5-7631, - verified/initialed/date)

\_\_\_\_\_

Equipment (Tags must be documented and information communicated with the controller's office)

**Laboratory Close Out Approval** \_\_\_\_\_

(Theodore F Taraschi Senior Associate Provost for Research Conduct and Compliance, Signed and Dated)