

Harvard Medical School Department Administrator Offboarding Checklist

This checklist is for internal departmental use. It outlines oversight and verification responsibilities when a faculty member departs Harvard Medical School. Not all sections and appendix oversight items will apply to every departing faculty member. Department Administrators are responsible for determining which items are applicable based on the faculty member's roles, research activities, and funding profile.

Items that do not apply may be marked not applicable with "(N/A)." If applicability is unclear, consult the appropriate central office prior to departure.

Faculty Information

Faculty Name: _____

Faculty HUID: _____

Departure Date: _____

Department: _____

Future Institution (if known/applicable): _____

At Notice of Departure

- ☐ Provide faculty member with the Faculty Offboarding Checklist
- ☐ Notify Dean's Office and Office for Faculty Affairs of departure
- ☐ Confirm PeopleSoft updates (mailing address) are completed
- ☐ Notify relevant compliance and administrative offices as applicable:

KEY UNITS, CONTACTS AND TOPIC AREAS

Unit	Topic Areas	Contact Info
HMS Office of Research Administration (ORA)	Sponsored agreements, non-financial agreements (including DUA, MOU, non-profit NDA/CDAs), research financial and compliance, export control	https://researchadmin.hms.harvard.edu/about-us/teams
HMS Office of Finance	Non-sponsored finances and commitments, property management	https://finance.hms.harvard.edu/service-areas
HMS Office of Faculty Affairs (OFA)	Appointment information	https://fa.hms.harvard.edu/
HMS Office for Academic and Research Integrity (ARI)	Managed conflict of interest, research integrity and compliance reviews	ARI@hms.harvard.edu
HMS IT	Research data management, storage, research computing and systems support	rdmhelp@hms.harvard.edu
Harvard Medical Area Institutional Animal Care and Use Committee (HMA IACUC)	Animal subject protocols, subject health and welfare, animals transfers (including quarantine procedures)	iacuc@hms.harvard.edu hccm@hms.harvard.edu

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Harvard Center for Comparative Medicine (HCCM)		
Harvard Committee on Microbiology Safety (COMS)	Biological and recombinant or synthetic nucleic acid research	COMS@hms.harvard.edu
Harvard Longwood Campus Institutional Review Board (HLC IRB) Harvard University Institutional Review Board (HU IRB)	Human subjects protocols, human subjects data transfers	HLC IRB: orarc@hsph.harvard.edu or find your department-assigned IRB Review Specialist HU IRB: cuhs@harvard.edu or use our Find Your IRB Reviewer page
Harvard ESCRO	Stem cell use protocols	ESCRO Administrator
Harvard Environmental Health & Safety (EHS)	Environmental health and safety	ehs@harvard.edu
Harvard Office of Technology Development (OTD)	Technology transfer, industry sponsored agreements, patents and inventions, materials transfer, license agreements, for-profit NDA/CDAs	https://otd.harvard.edu/contact-us/
Harvard Office of Sponsored Programs (OSP)	Sponsored research finances and compliance	osp@harvard.edu
Harvard International Office (HIO)	Harvard-sponsored visas	https://www.hio.harvard.edu/contact-us
Harvard Countway Library	Archives and historical records management	arm@hms.harvard.edu

Appendix Oversight (Verify Completion If Applicable)

Appendix A – Laboratory Closeout

- ☐ Confirm EHS notified and lab move-out process initiated
- ☐ Verify laboratory inventory and hazardous material disposition
- ☐ Confirm COMS protocol status updated (see **Appendix B**)

Appendix B – Biological Research

- ☐ Confirm COMS notified
- ☐ Confirm COMS protocol transfer or closure

Appendix C – Human Subjects Research

- ☐ Confirm appropriate IRB notified
- ☐ Verify protocol transfer and/or closure

Appendix D – Animal Research

- ☐ Confirm IACUC and HCCM notified
- ☐ Verify animal and protocol disposition (internal transfer or closure) completed

Appendix E – Sponsored Awards

- ☐ Confirm ORA and OSP have been notified
- ☐ Confirm relinquishment or transfer documentation initiated
- ☐ Confirm effort certification and financial closeout

Appendix F – Finance and Equipment

- ☐ Confirm Office of Research Finance notified
- ☐ Verify equipment transfer approvals and inventory updates
- ☐ Confirm non-sponsored fund deficit resolution

Appendix G – Patents and Inventions

- ☐ Confirm OTD notified of any intellectual property
- ☐ Verify invention disclosure and documentation completed

Appendix H – Research Data and Records

- ☐ Confirm Office of Research Administration Data Compliance and HMS IT (Research Data Management team) notified
- ☐ Confirm data custody plan established
- ☐ Verify data transfer, archival, or destruction compliance

Final Day / Post-Departure Actions

- ☐ Collect department keys, badges, and equipment
- ☐ Confirm IT disables system and building access
- ☐ Verify data access permissions are removed or reassigned
- ☐ Ensure all required documentation retained in departmental records

Department Administrator Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____