

## COM SRAS Departing Investigator Memorandum of Understanding Review Procedures:

As noted in the introductory paragraph of this document, found on the Research website, <https://www.research.uky.edu/uploads/mou-between-departing-pi-and-uk> and the Capital Assets Accounting website, <https://www.uky.edu/ufs/capital-assets-accounting>, the MOU governs the closing of a research program and/or the transfer of a research program to another non-profit institution. Please make certain that the Receiving Institution is a non-profit institution.

### Item 1: Transfer of grants and contracts

If Yes has been checked for this item, a detailed listing of the grants and/or contracts should be attached. Check the listing against the OSPA database, particularly checking for the project end dates and check SAP for the account balance.

### Item 2: Transfer of research Equipment purchased by active grants

If Yes is checked, a listing of the equipment must be attached and must be signed by the PI and the PI's chair. A template for the equipment list is available on the College of Medicine's SRAS Useful Information page website at: <https://research.med.uky.edu/research-sras-useful-information>, titled, MOU\_Equipment\_Listing template 7 2020.

Check the OSPA database to determine if the accounts listed were budgeted for equipment. If there is a discrepancy in the listing or with the eBARS report, contact the PI and department administrator for clarification. If the discrepancy is not resolved, contact plant assets and ask for a listing of items acquired on the grant or grants in question.

### Item 3: Transfer of research equipment purchased by expired grants or nongrant cost objects and equipment purchased in part with nongrant University funds

If Yes is checked review the attached listing and eBARS report for any missing information or discrepancies. A template for the equipment list is available on the College of Medicine's SRAS Useful Information page website at: <https://research.med.uky.edu/research-sras-useful-information>, titled, MOU\_Equipment\_Listing template 7 2020.

The listing must be signed by the PI and the PI's chair. If no discrepancies are found, further review is not required.

### Item 4: Transfer of research supplies

If Yes is checked, review the attached listing. A detailed item-by-item listing is not required, but the source of funding for the items should be noted.

### Item 5: Transfer of hazardous chemicals and biological agents

If Yes is checked, make certain that a listing of hazardous chemicals and biological agents to be transferred is attached. In addition, please ask for confirmation that the appropriate institutional officials in the University Environmental Health and Safety office have been contacted.

### Item 6: Laboratory, studio and office closeout inspection

Be certain that a list is attached which includes the building and room numbers of any laboratory, studio, and/or office space that the investigator will vacate. If no list is attached, contact the PI and department administrator for an explanation.

### Item 7: Material Transfer Agreements (MTA)

If Yes is checked, make certain that copy of all active MTAs are attached.

Item 8: Intellectual property

If Yes is checked, make certain that a copy of the agreement detailing how intellectual property issues will be addressed is attached. The agreement should be signed by the PI's chair.

Item 9: Retention of research data and experimental descriptions

Check that a copy of a plan describing the retention of research data is included with the MOU and that it has been signed by the PI's chair. If no plan is attached, contact the PI and department administrator for clarification.

For Items 10 and 11 check the OSPA Database to confirm if any projects requested for transfer involves human and/or animal subject research.

Item 10: Animal Protocols

If Yes is checked, make certain that a copy of the plan for moving and disposition of animals, approved by ORI, is attached – signature required. If No is checked, but IACUC approval is noted in the OSPA database contact the PI and departmental administrator for clarification.

Item 11: Institutional Review Board (IRB) Protocols

Check that a copy of a plan for the change in PI on the IRB protocols is attached. The plan must be approved by the IRB and should be signed by the PI's chair. If no plan is attached, but the OSPA database notes Human Subjects approval, contact the PI and department administrator for clarification.

Please note that all attachments requiring a signature by the PI and/or the PI's chair should also include a signature line for the College ADR. Be sure to initial by each line requiring ADR signature.

When all questions regarding the MOU have been resolved, forward it to the Sr. ADR for review and approval. Following signature by the Sr. ADR, forward the MOU to the appropriate RA in OSPA.

For any equipment not acquired on an active project, the Office of the Treasurer will post those items as university surplus for a two-week period. If no unit at the University requests the items during that period, the equipment can be released for purchase by the PI's new institution.