

CHECKLIST FOR NEW TULANE SOM PIs WHO ARE TRANSFERRING FROM ANOTHER INSTITUTION

	<p>PI notifies funding agency and current institution's authorizing officials about their plans.</p>	<p>A change of recipient organization must be made to the sponsor before the anticipated start date at the new institution, preferably several months in advance. Note that some awards (e.g. infrastructure, multiple investigator, major instrumentation, clinical trials) may not be able to be transferred.</p>	
	<p>Pending proposals</p>	<p>PI contact sponsor for directions on transferring pending proposals. PI may reach out to Office of Research Proposal Development (ORPD) for assistance with pending federal proposals to be submitted through Tulane.</p>	<p>SOM's ORPD representative Phone: 504-988-5461 Email: abarton1@tulane.edu</p>
	<p>Clinical Trials – adding Tulane as a site or transferring if an investigator initiated study</p>	<p>PI contacts sponsor for directions regarding adding Tulane as a site for clinical trial, and entering a new agreement accordingly. PI should coordinate with the institution from which they are leaving to confirm it will allow transfer of the study. Department notifies Sponsored Projects Administration (SPA) of new hire, start date, general information and contact information for contracts that may be transferred or pending protocols</p>	<p>https://research.tulane.edu/spa Verna Lee, Associate Director, Industry Sponsored Projects Email: vernalee@tulane.edu Phone: 504-988-6437</p>
	<p>Notify Tulane's Sponsored Projects Administration (SPA)</p>	<p>Department notifies Sponsored Projects Administration (SPA) of new hire, start date and general information about grants that may be transferred or pending proposals Obtain and forward to SPA original or current Notice of Award. SPA will advise on steps to enable it to receive transferred awards.</p>	<p>https://research.tulane.edu/spa Phone: 504-988-5613</p>
	<p>Transferring title to equipment</p>	<p>PI contact current institution's Materials Management for a list of equipment purchased from award that may be transferred. Note that some equipment (e.g. major instrumentation, equipment benefitting many investigators, equipment purchased with cost-sharing or faculty start-up funds) may not be able to be transferred.</p>	
	<p>Human Subjects</p>	<p>Notify the Tulane IRB Office of incoming studies and Tulane's process for approval. Submit proposal as appropriate.</p>	<p>https://research.tulane.edu/hrpo Roxanne Johnson, Director Phone: 504-988-2665 Email: rjohnson@tulane.edu</p>

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		Note: A LA Board of Pharmacy (http://www.pharmacy.la.gov/) license and DEA may be required.	
Animals	Notify Tulane IACUC of incoming studies and review Tulane’s process for approval. Submit proposal.	Notify Dept. of Comparative Medicine or Vivarium regarding incoming animals and process to accept animals.	https://research.tulane.edu/iacuc/new-orleans Sheila Garrison, Director Phone: 504-988-6868 Email: sgarriso@tulane.edu https://research.tulane.edu/dcm Georgina Dobek, DVM, Director Phone: 504-988-5214 Email: gdobek@tulane.edu Lynell Dupepe, Associate Director Phone: 504-988-5282 Email: Ldupepe@tulane.edu
Biosafety	Notify Tulane Biosafety Office of incoming studies and review policies. Submit as appropriate.		https://research.tulane.edu/biosafety Email: biosafety@wave.tulane.edu Phone: 504-988-0300
Radiation	Notify Tulane’s Office of Environmental Health and Safety . Submit as appropriate.		https://risk.tulane.edu/oehs Phone: 504-988-2867
Technology Transfer and Intellectual Property	Contact Technology Transfer regarding any Material Transfer Agreements to be transferred from current institution. Forward a copy of all materials agreements executed at current institution that are to be transferred to Tulane.		John Christie, Exec. Director Phone: 504-988-6962
Final Project Report with sponsor from current institution	PI files a final report of all research activities conducted to date in accordance with sponsor requirements.		
Tulane email account	Department establishes Tulane email so appropriate trainings can be completed, as early in the process as possible.		
PI obtains appropriate licenses	Ensure all licenses required by Tulane’s IRB or IACUC are obtained i.e., LA Board of Pharmacy; LA medical license, DEA.		
PI and all Key Personnel complete appropriate trainings for Tulane	PI and all research personnel on project complete Conflict of Interest Disclosure Form (once Tulane email is established); Tulane’s CITI training including Good Clinical Practice; Group 1 Biomedical Research for Investigators and Key Personnel; and c) Financial Conflict of Interest training within the CITI website; any other training required by IRB, IACUC, OEHS or Biosafety, etc. Investigators submitting to the Social-Behavioral IRB will also complete Group 2:		www.citiprogram.org

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		Social & Behavioral Research Investigators & Key Personnel if social-behavioral. Before beginning research at Tulane, ALL research personnel must complete Tulane's CITI Training Program.	
	Subaward within the project	Contact subaward's PI (or his/her administrator) for Letter of Intent to establish a consortium with Tulane (Send Tulane's template is suggested). Contact personnel on subaward regarding required Tulane CITI and COI trainings to be completed. (See above.)	
	PI sends information for Change of Grantee Organization application to transfer awards to Tulane University	May include: Face Page; Project Site Locations(s); Facilities and Resources description (at Tulane), including probable effect of move on project; Budget pages of current and future years (including all subawards, if any) (budgets cannot exceed the direct costs previously recommended for any budget period); Senior/Key Personnel (including subaward personnel) with updated biographical sketches and updated Other Support; Certification of IRB / IACUC approvals; Detailed list of any equipment purchased with grant funds to be transferred to Tulane; Research Plan and whether the plans/aims have changed from the original submission; Progress report for current year including statement of goals for upcoming year.	
	Coordination of Move	Department contacts receiving dock regarding date of expected arrival of moving van.	
	Shipping equipment and other materials to new institution	Contact Tulane's Materials Management department for assistance to tag transferred assets.	
	HR considerations	Develop job descriptions for new staff who are coming with PI; Open positions for staff; post-doctoral fellows; faculty. Are individuals on VISAs? If yes, contact Office of International Students and Scholars (OISS) regarding VISA transfers.	https://global.tulane.edu/oiss Email: oiss@tulane.edu Phone: 504-865-5208
This checklist is intended as a general guide and may not address all university and sponsor requirements that must be considered prior to transferring awards.			