FACULTY DEPARTURE CHECKLIST
University of Nebraska Medical Center

FACULTY INFORMATION

Faculty Member Name	College/Institute and Department (include Division, if applicable)
Departure Type — resignation/transfer to new institution / retirement (retain UNMC ID & email) / retirement (relinquish UNMC ID & email) — termination / death	Estimated or Effective Departure Date
Forwarding email address	Forwarding physical address (for W-2) or additional contact info
If moving, provide new institution administrative contact	
IT contact at new institution, if planning to move data	
Sponsored programs administration contact at new institution	

Refer to the identified appendix for a supplementary checklist for submission. Please check any that apply:

Administrative & Financial	Appendix	Yes	No
Does the faculty member have any managed conflict of interest?	A		
Does the faculty have a NU Foundation account?	A		
Is the faculty identified on a Technology Control Plan or participating in an export controlled activity?	A		
Does the faculty intend to transition any current students, post-docs or employees to new institution?	B		
Has the faculty disclosed any Intellectual Property to UNeMed?	C		
Does the faculty have email, data storage, physical files, or University-owned devices?	G		
Academic	**Appendix**	**Yes**	**No**
Is the faculty requesting to retain an appointment of any kind (e.g. emeritus or adjunct)?	A		
Is the faculty the primary faculty mentor for a graduate student?	A/B		
Does the faculty have outstanding grading assignments or evaluations to complete?	A		
Research	**Appendix**	**Yes**	**No**
Does the faculty have active extramural grant or contract funding?	D		
Does the faculty intend to transfer equipment, research data, or research data devices?	C/E		
Does the faculty member maintain a research lab or have assigned research space?	E		
Does the faculty member intend to transfer any research specimens to another institution?	C		
Is the faculty a PI on any IACUC protocol?	F		
Is the faculty a PI on an IRB protocol or a clinicaltrials.gov folder?	F		
Is the PI on any IBC protocol?	E		

Administrators see Appendix H

Actions	Yes	N/A
Returned all keys to department and UNMC ID to administrator. Retirees & adjuncts can request a new ID.		
Returned UNMC credit and travel cards to department administrator.		
Returned all UNMC electronic devices (computer, mobile devices, etc.) to department administrator (please specify devices), see **Appendix G**. In cooperation with IT, removed all electronic files with UNMC data or software from personal devices.		
Contact Sue Welch swelch@unmc.edu in faculty senate for an exit interview (optional).		
Redeem your "People Are Everything" points.		

Please sign below when cover page is completed and relevant appendices have been reviewed.

Faculty Name	Signature	Date
Administrator Name	Signature	Date
Department Chair Name	Signature	Date

APPENDIX A: ADMINISTRATIVE & ACADEMIC

To be completed by an investigator intending to leave UNMC with administrative or academic responsibilities or administrator on investigator's behalf.

ADMINISTRATIVE	Date Completed	N/A
Resignation or retirement letter received (should be at least 60 days prior to effective departure date). *Note: Start-up funds, with the exception of salary and animal per diems, may be frozen at time of notice.*		
Reminder to inform any committees or boards on which you serve, and if Board of Regents Center Director, inform sponsoring unit and the Office of Research/Academic Affairs.		
If you have a managed conflict of interest, notify Sara Ward (sara.ward@unmc.edu) in the Office of Compliance prior to your departure.		
If moving to another institution, contact your new institution regarding transfer procedures for sensitive information or equipment and identify contact/liaison persons (e.g., legal, for data transfer, grants administration).		
Contact Human Resources Benefits office (unmcbenefits@unmc.edu) for any questions related to continuation of health coverage, conversion or continuation of life insurance, and distribution of retirement contributions.		
ACADEMIC	Date Completed	N/A
If retiring, discuss eligibility for emeritus status with Academic Affairs.		
Do you have any active teaching responsibilities? If so, talk with your chair.		
Confirm that all grades have/will be submitted.		
If you mentor students or post-docs, see **Appendix B**.		
FINANCIAL	Date Completed	N/A
If actively employing personnel, determine if any will be leaving with the faculty and/or planned transitions of employment and whether they have been informed, see **Appendix B**.		
What liabilities and financial obligations will remain after your departure for which you will continue to be responsible? How will payment be made?		
Check for any pending reimbursements, parking fines, or unsettled accounts at the University.		
EXPORT CONTROL	Date Completed	N/A
Contact the Export Control Office by email (exportcontrol@unmc.edu) for help in determining how to transfer your responsibilities related to export-controlled projects to others or to establish a plan for your continuing involvement with the project.		
Contact your new employer's office or person responsible for export controls and put them in touch with the UNMC Export Control Office to coordinate the transfer of any export-controlled research projects, technical data, equipment, software, or other materials.		
If you will be working in a foreign country or for a foreign entity (company, institution, government, individual, etc.) and plan to continue your involvement with an export-controlled activity after leaving UNMC, work with the Export Control Office to apply for any necessary export licenses or other authorizations prior to your departure. The Export Control Office cannot guarantee that all destinations will be eligible, willing, or able to accept export controlled materials or that the U.S. government will approve any license applications.		
Contact the Export Control Office by email (exportcontrol@unmc.edu) to confirm authorization to remove export-controlled technical data, equipment, software or other materials from UNMC. Items subject to a pending or denied export license application may not be exported by or from UNMC.		
Work with the Export Control Office (exportcontrol@unmc.edu) to notify the shipper or freight forwarder if export-controlled technical data, equipment, software or other materials will be included in any shipment from UNMC to a foreign destination and ensure that they receive copies of all export licenses or other authorizations.		

APPENDIX B: SUPPORTED PERSONNEL & SUPERVISORY RESPONSIBILITIES

To be completed by an investigator intending to leave the institution with supervisory responsibilities.

It is important to communicate with the department, Human Resources, and any academic program leadership to define a plan for all personnel employed or supervised by the departing faculty. All items listed below should be completed PRIOR to departing UNMC. Please work with your administrator and HR-Employee Relations (employeerelations@unmc.edu) before giving notice to any employees.

Supported Personnel & Direct Reports	Date Completed	N/A
What type and how many personnel and employed by the faculty or supervised by the faculty? Faculty: ☐ Yes #_____ / ☐ No Post-docs: ☐ Yes #_____ / ☐ No Staff (managers, technicians, other): ☐ Yes #_____ / ☐ No Students: ☐ Yes #_____ / ☐ No		
Are you taking any employees with you to new institution? If so, work with your department on a transition plan for these individuals and when notice will be given to them from UNMC.		
Have you identified other opportunities on UNMC campus for potential transfer of personnel not moving to the new institution?		
Has notice been given to employees, as applicable? Do not give notice without working first with your administrator and HR-Employee relations (employeerelations@unmc.edu).		
Please notify the Office of Global Engagement (globalsupport@unmc.edu) to discuss the options for personnel who are on a visa.		

Contact your department and academic affairs for developing a plan for your students or post-docs. Options include:
     1. Identifying a new Advisor/Supervisor at UNMC under whose supervision their studies will be completed or
     2. Retain the departing faculty member as the student's Advisor/Supervisor (if option 2, the departing faculty member keeps an adjunct appointment with retained Graduate Faculty status).
 The faculty member, student and program director should confer to determine which option to pursue (or if the student will transfer to another university), and contact Terri Vadovski (terri.vadovski@unmc.edu) for assistance with procedures necessary to proceed.		

If a supervisor, insure that budgetary records, documents related to performance evaluations that are not in UNeVal, letters or emails containing resource commitments, and unit strategic plans are labeled and organized in hard copy files or shared electronic repository for the supervisory successor.		
If a supervisor, verify that all evaluations, correspondence, etc., have been completed.		

APPENDIX C: INTELLECTUAL PROPERTY

To be completed by an investigator intending to transfer materials to another institution.
Faculty may have data, records, specimens, cell lines, or reagents they would like to take with them when leaving UNMC. The ownership of these items may be unclear. It is important to communicate with UNeMed regarding any potential issues that may arise related to the faculty members intellectual property portfolio. All items listed below must be completed PRIOR to departing UNMC.

Data & Records	Date Completed	N/A
If you intent to transfer Data to your new institution, please request a consult from SPA to determine whether or not a Data Use Agreement is needed. SPA will work with you to document any pre-existing rights and obligations that may be attached to the data in question.		
If you intend to transfer a Limited Data Set as defined under the Privacy Rule then a Data Use Agreement (DUA) is required. Submit a request for a DUA to SPA.		
If you have received Institutional Review Board (IRB) approval to transfer de-identified research data, faculty must remove all personal identifiers prior to transfer. All copies of databases that contain patient identifiers must be deleted or otherwise destroyed, and may not be transferred from UNMC. Contact RITO with any technical questions on transferring data and to develop a data transfer plan (rito@unmc.edu).		
Faculty must work with RITO to ensure a data transfer plan is in place. RITO will not transfer data without a signed data use agreement from SPA.		
Materials & Specimens	Date Completed	N/A
If you intend to transfer materials such as specimens, cell lines, or reagents, consult with UNeMed (UNMC's Technology Transfer entity) to determine feasibility of transfer and whether or not a Material Transfer Agreement is needed.		
Consult with UNMC IRB if you will be transferring specimens or any data from subjects. *Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol.* See **Appendix F**.		
If you intend to transfer any animals remaining in inventory to another investigator's protocol or have the animals transferred to the new institution, you must contact the Comparative Medicine to obtain approval and to complete the appropriate transfer forms (Dr. John Bradfield: 402-559-8645 or john.bradfield@unmc.edu) *Note: Animals transferring to another institution will likely need to be placed in quarantine at the new institution, so adequate lead-time must be taken into account. Transfer of animals to other institutions requires a signed MTA.* See **Appendix F**.		
If you intend to destroy materials such as specimens, cell lines, or reagents, consult with Environmental Health & Safety (EHS) to arrange such actions. See **Appendix E**.		
UNMC Electronic Device	Date Completed	N/A
Laptops, computer hardware: IT security restricts laptops, computers, or servers from physically being moved to another institution. Please see **Appendix G** for more information.		
Patents & Inventions	Date Completed	N/A
Disclose to UNeMed (unemed@unmc.edu) final update and data related to any previously disclosed inventions.		
Submit to UNeMed (unemed@unmc.edu) any unreported inventions.		
Provide new address and contact information for intellectual property related activities to UNeMed (patent prosecutions, licensing support, revenue distribution, etc.) to (unemed@unmc.edu).		
Provide point of contact for technology licensing office at new institution.		
Ensure all necessary documentation (invention disclosures, patent assignments, etc.) have been executed and, if applicable, notarized.		

APPENDIX D: GRANTS & CONTRACTS

UNMC holds each Sponsored Award as the recipient institution, not by the PI as an individual. Thus, the determination of whether or not a sponsored award is appropriate to transfer is a process involving UNMC Leadership (Dept./College/Institution), Sponsored Programs Administration (SPA), and the Sponsor. The following types of sponsored awards required focused assessment and agreement: (1) large grant programs where the remaining infrastructure is not moving; (2) institutional grants specific to the state like INBRE or other IDeA programs; (3) trials approaching enrollment closure; or, (4) specific pharma trials requiring unique patient populations.

Institution-wide Tasks	Date Completed	N/A
Internal Award: Faculty who serve as PI on internal research awards should notify the UNMC grant administrator in the sponsoring Department, College/Institute, and/or the Director of Research Resources in the VCR Office (tess.kuenstling@unmc.edu).		
Original Documents & Files: Hand off all original documents and files to your appropriate departmental administrator and identify for that administrator any copies of such documents that you wish to take a copy with you.		

UNeMed (UNMC's Technology Transfer Arm) Tasks:
• **Invention Disclosures**: Complete and submit final invention disclosures for each award to UNeMed (unemed@unmc.edu).
• **Material Transfer Agreements (MTA)**: Coordinate with contracting staff in UNeMed (unemed@unmc.edu) to:
   ○ **Closeout of MTAs**: Ensure proper closeout of existing material transfer agreements per terms and conditions of existing MTAs, including the return and/or destruction of the Material.
   ○ **New MTAs**: If the departing PI requires Materials to be transferred to his/her new institution then request a new MTA to cover the transfer. The Materials will not be transferred until a MTA is fully-executed between UNMC (the providing entity) and New Institution (the receiving entity).		

Sponsored Programs Administration (Pre-Award) Tasks	Date Completed	N/A
External Awards: List of PI's Awards & Outcome: Provide SPA (spadmin@unmc.edu) with a complete list (preferably in Excel) of the departing PI's awards and designate each with a planned outcome of "NO INTENT TO TRANSFER" ***or*** "TRANSFER OUT AWARD."		
NO INTENT TO TRANSFER AWARD: To initiate a replacement UNMC PI or the closeout of the award, coordinate with SPA (spadmin@unmc.edu) to allow submission of a prior approval request to the sponsor or the early termination as required by the terms and conditions of the award *prior* to your departure date. • **Invention Statements**: Complete and submit final invention statements SPA for it to review and to submit sponsor as required (spadmin@unmc.edu). • **Progress Reports**: Complete and submit all required progress reports and final progress reports as required by the award terms and conditions. Provide copies to SPA.		
TRANSFER OUT AWARD: • **SPA FORM (Signatures Required)**: Complete and submit a 'SPA Form: Transfer Award Out' form (requires signatures of the Dept. Chair, the Dean/Research Dean of the College/Institute, and a SPA Manager. Each award in question needs its own completed form. More information & Form here: https://www.unmc.edu/spa/grants/special/transfers.html ○ **Relinquishment**: SPA will then work with you, your Dept. Administrator, and Sponsored Programs Accounting to submit a Relinquishment Statement to the Sponsor. • **Transfer Contact Information**: Provide contact information for new institution to your SPA representative and provide SPA's contact information to new institution (spadmin@unmc.edu). • **Invention Statements**: Complete and submit final invention statements SPA for it to review and to submit sponsor as required (spadmin@unmc.edu). • **Progress Reports**: Complete and submit all required progress reports and final progress reports as required by the award terms and conditions. Provide copies to SPA. (		
Sponsored Programs Accounting (Post-Award) Tasks	Date Completed	N/A
• **Equipment Transfers**: Submit a transfer request for any Equipment purchased on an award to Sponsored Programs Accounting for review, approval, and submission to the sponsor (lvondras@unmc.edu). • **Effort Certifications**: Contact your Sponsored Programs Accounting representative to make arrangements to review and certify final Effort Reports for you and your lab personnel. • **Financial Reconciliation & Closeout**: With the help of your appropriate department administrator and Sponsored Programs Accounting representative, prepare the award budget to **retain** sufficient funds by UNMC to cover any outstanding balances and/or budget deficits. Review and certify final expenditures made to grant or contract.		

To be completed by an investigator responsible for closing down a laboratory.

When vacating laboratories containing potentially hazardous materials (chemical, biological, radiological, sharps, or other hazards), it is imperative that principal investigators coordinate with Environmental Health & Safety (EHS) to ensure proper disposal or transfer. Failure to comply with the rules that govern hazardous materials is significant and could result in civil or criminal penalties, including monetary fines and imprisonment. Please reference the Lab Close Out Policy for additional information.

Research Space	Date Completed	N/A
Research Space: If the faculty member has assigned research space, notify the Director of Research Resources (tess.kuenstling@unmc.edu) with departure date. *Note: Investigator is responsible for leaving the space in similar condition to when they arrived. Repairs due to damage or to restore space will be the responsibility of the departing faculty.*		
Research Equipment	Date Completed	N/A
Complete equipment transfer request form and submit to departmental administrator. *Note: Faculty moving to another university who want to transfer research equipment with them must have approval from the department Chair or administrator and the Associate Vice Chancellor of Business/Finance before dispensation.* *Note: IT security restricts movement of laptops, computers, or servers to another institution.*		
Freezer: If faculty have a freezer that is alarmed, notify Julie Sommer (julie.sommer@unmc.edu) to transfer contact information.		
Contact Julie Sommer (julie.sommer@unmc.edu) to facilitate a lab move.		
Research Specimens & Hazardous Materials	Date Completed	N/A
Notify your administrator and Environmental Health & Safety (EHS) (unmcehs@unmc.edu) of your intent to close down a research laboratory to ensure that you have adequate time for appropriate decontamination, transfer, surplus, or disposal of any hazardous materials and equipment. Refer to EHS Laboratory Close Out checklist.		
Decontaminate all hazard-containing or hazard-labeled equipment before transfer, surplus, or disposal, in accordance with EHS instructions. For areas containing biohazards, please reference the IBC Laboratory Decommissioning policies. For areas with radioactive materials, please reference the Radiation Safety Manual.		
Dispose of unwanted hazardous materials (e.g., biological materials, chemicals, radioactive materials, etc.) in accordance with EHS waste procedures. Contact EHS (unmcehs@unmc.edu) as early as possible to make arrangements for removal; significant lead time is often required. Please reference the UNMC Waste Handling Policy.		
If you are a generator of hazardous waste, contact EHS (unmcehs@unmc.edu) to verify the disposal of your wastes and confirm proper labeling of all hazardous materials that will not be disposed. Please reference Hazardous Materials Fact Sheets, Chemical Disposal and Sanitary Sewer Disposal for additional information.		
Consult with EHS (unmcehs@unmc.edu) on the proper transport or shipping of hazardous materials or equipment if you plan to transfer hazardous materials/equipment to another institution or foreign entity. Please reference the Chemical Transportation Plan.		
Department administrator coordinates with EHS for final walkthrough of vacated space(s) and signs the EHS "Green Sign," which is to be posted on the door(s) acknowledging all hazardous material has been removed.		
If you intend to transfer materials such as specimens, cell lines, or reagents, consult with UNeMed (UNMC's Technology Transfer entity) to determine whether or not a Material Transfer Agreement is needed and see **Appendix C**.		
If you intend to destroy materials such as specimens, cell lines, or reagents, consult with EHS to arrange such actions.		
Institutional Biosafety Committee & Select Agents	Date Completed	N/A
If you have an active IBC protocol, please notify ibcora@unmc.edu.		
UNMC is not obligated to sponsor or transfer work that cannot be performed at another institution due to inadequate space or provisions for select agents. Any active protocols with select agent(s) should be discussed with the IBC.		

APPENDIX F: HUMAN OR ANIMAL SUBJECT RESEARCH

To be completed by an investigator responsible for human or animal subject research.
It is imperative that proper steps be taken with regard to the disposition of human or animal subject research protocols prior to departure from the University. All items listed below should be completed PRIOR to the faculty member's departure from UNMC.

Human Subject Research	Date Completed	N/A
Contact the appropriate IRB overseeing protocols/ grants to identify open protocols/grants and provide IRB with departure date.		
Consult with UNMC IRB if you will be transferring specimens or any data from subjects. *Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol.*		
UNMC is not obligated to continue serving as the single IRB if the PI moves to another site, discuss with the IRB.		
Projects to be transferred	Date Completed	N/A
Assess transferability of research to new institution (e.g., geographic proximity for human subjects, etc.) And submit application through new institution's IRB.		
Submit management plan for any currently enrolled research subjects (e.g., withdrawing subjects from research who do not wish to be transferred to the new institution, etc.) To UNMC IRB with closure form.		
Submit closure form by accessing RSS, choose "form" and choose "completion report."		
Projects to be retained at UNMC	Date Completed	N/A
The PI on a UNMC IRB must be faculty, employee or student of organization. See https://guides.unmc.edu/books/hrpp-policies-and-procedures (policy 1.26, section 4.0). If research is industry-sponsored, the sponsor has final approval over change of PI and/or change of institution and modification of any clinical trial agreements. Ask department to contact SPA to discuss details.		
If the PI is changing, complete IRB Change Form in RSS.		
Projects to be terminated	Date Completed	N/A
Submit closure form by accessing RSS, choose "form" and choose "completion report."		
Consult with your department, college, or institute regarding record retention and/or disposal.		
Retention of clinical trials data	Date Completed	N/A
Describe data generated during clinical trial for which you were the principal investigator that must be retained under contractual obligations or FDA regulations. Include the following: where the data are stored; number of boxes/file cabinets involved and how they are identified; how long the records must be retained; sponsor contact(s); and, if stored at a secure, commercial facility, the source of future storage costs through destruction of the records. For assistance, contact your clinical research coordinator, the clinical research center, or UNeHealth.		
For Sub-investigator: *Sub-Investigator must complete the below for each protocol on which they are listed.*	Date Completed	N/A
If you will continue to work on the protocol after you leave UNMC notify the principal investigator and IRB.		
Modify protocol using tracked changes and submit to IRB. The new PI must modify protocol and Consent Form to reflect transfer of data out of institution. Make change request through RSS.		
Contact the IRB to discuss an unaffiliated investigators agreement.		
Request that PI contact SPA to determine if a contract will be required.		

Animal Research	Date Completed	N/A
If PI on Institution Animal Care and Use Committee (IACUC) protocol, send written notification to the Animal welfare office and Comparative Medicine to inform them of proposed transfer. The notification should include: exact date of departure, requested date of protocol termination, intended disposition of any remaining animals, and new contact information.		
Transferring animals	Date Completed	N/A
If likely to transfer animals, contact Comparative Medicine to prepare and arrange for appropriate transfer forms (Dr. John Bradfield: 402-559-8645 or john.bradfield@unmc.edu) *Note: Animals transferring to another institution requires a signed MTA and will likely need to be placed in quarantine at the new institution, so adequate lead-time must be taken into account.*		
If you plan to continue collaborative research with another qualified UNMC faculty member, the collaborating UNMC faculty member must agree to accept responsibility for any ongoing research and animals in inventory. The departing faculty member's protocol will be terminated; therefore, the collaborator must submit a NEW animal use protocol under his/her name to the IACUC Office together with a cover letter that clearly details: the nature of the collaborative work, the collaborator's willingness to accept the research project and the extent of his/her experience with the research of the departing investigator, any graduate students or post-docs previously supervised by the departing faculty member who will continue to work on their projects, the timetable for completion of the collaborative project.		
Verify that any qualified UNMC collaborators have received full IACUC approval for the new protocol, otherwise they may not be allowed to continue or initiate the departing investigator's research.		

APPENDIX G: IT AND DATA STORAGE

To be completed by an investigator intending to leave UNMC.

All items listed below must be completed PRIOR to departing UNMC.

UNMC Physical Files	Date Completed	N/A
Does the faculty member have physical files containing UNMC-owned research results, data, curriculum/lecture materials, copyrighted materials, etc.? If so, ensure appropriate review for final disposition.		
UNMC Email	Date Completed	N/A
Is the faculty member requesting to retain a UNMC email or electronic credentials beyond date of employment? This is not guaranteed and must be tied to an appointment (e.g. adjunct professor) and will have limited access to UNMC resources. Discuss with your administrator. Administrator must forward request (approved by Chair) to HR-Employee Relations for approval (employeerelations@unmc.edu).		
Devices	Date Completed	N/A
Confirm all university-owned devices, whether associated with or separate from research equipment, have been appropriately reviewed for final disposition.		
Note: IT security restricts laptops, computers, or servers from physically being moved to another institution unless linked to equipment purchased on a grant and licensed software is removed		
Contact your department's IT support for guidance and assistance in deleting University-licensed software applications and/or records that are University property from any computers being transferred to a new institution.		
Data Storage sites	Date Completed	N/A

In what locations does the faculty currently have data stored?
    Fileshare (include file share name/address such as
        Z:\UNMC\DEPARTMENTSHARE\STORAGE):
    Office 365 Application (e.g., Teams, OneDrive, Sharepoint, etc.)
    Box Cloud Storage
    Physical server associated with a device
    Physical server or other device in UNMC data center
    RedCap (which studies, if primary):
    Clinical trial management system (which studies, if primary):
    Freezerworks/ Freezerpro
    CCORDA database
    Bioinformatics and systems biology core
    Other Translational Cores
    Holland computing center
    Iron Mountain or other long-term paper data storage site:
    Other:		

Internal Data re-assignment:	Date Completed	N/A
If any of the data/projects/folders are to be transferred to another faculty member, please designate and work with IT or RITO to arrange transfer		
External Data transfer	Date Completed	N/A
Does the faculty plan to transfer data from any data storage site above, and if so, which one(s)		
Is the data associated with a grant or contract being transferred, and if so, which ones? *Note: Will require Data Transfer Agreement for any research data being replicated or transferred and may require specific method of transfer depending on type and amount of data* Contact RITO with any technical questions on transferring data once data transfer agreement signed and completed (rito@unmc.edu).		
Data Destruction	Date Completed	N/A
Is the faculty under obligation to destroy any data, and to whom to report to when complete?		
Data Upload	Date Completed	N/A
Is the faculty under any obligation to upload data to a database (e.g., GeneBank, Clinicaltrials.gov), and if so, who will help the faculty complete that task?		

APPENDIX H: FOR ADMINISTRATORS

To be completed by an administrator.

Human Resources	Date Completed	N/A
Confirm departure with UNMC Human Resources (HR) and any additional terminations required, as necessary.		
For faculty members in non-immigrant visa status (H-1B, TN, E-3, O-1): Notify the Office of Global Engagement (globalsupport@unmc.edu) of all departing faculty, whether resigning or being dismissed, so UNMC can withdraw visa sponsorship and work authorization. Under US immigration laws, if an H-1B or O-1 employee is terminated from employment by the department before the ending validity date, the department is liable for and must offer the reasonable cost of return transportation of the foreign faculty member to his/her country abroad. Written proof of the offer must be retained by the department and communicated to HR. If the faculty member is not departing the USA, the department is not required to pay the reasonable costs of transportation.		
Reassign any direct reports to a new supervisor in SAP/ADIS, if necessary.		
Equipment, Software, & Data	Date Completed	N/A
Unspent development funds cannot be transferred to a new institution. Equipment purchased on those accounts must remain with the University. The department should closely monitor activity on development accounts 60 days before departure. Development accounts may be frozen at the discretion of the department in the event of unusual activity.		
Verify that all equipment, records, and data that will be left at UNMC have been received and secured.		
Verify that all electronic files containing University data have been removed/transferred to UNMC from his/her personally-owned computers, hand-held devices, and electronic media.		
Verify all University licensed software from personally owned computers and mobile devices has been uninstalled.		
Verify return of University portable computer, mobile devices, pager card, etc. to department or to ITS.		
Confirm that department has access and passwords for any electronic files being left at UNMC.		
Financial	Date Completed	N/A
Review and adjudicate all pending business actions (pending charges at cores or service centers, Foundation accounts, etc.).		
Work with faculty to determine dispensation of staff receiving salary support on grants, determine payroll against award, and contact HR regarding terminations, as necessary.		
Verify return of University credit cards, P-cards, or travel cards to department.		
Other	Date Completed	N/A
Confirm removal of electronic access privileges (electronic, including UNMC log-in credentials).		
Verify return of all keys to department.		
Verify surrender of all departing personnel's UNMC ID or ensure it is deactivated with badge office.		