

FACULTY DEPARTURE CHECKLIST

GENERAL INFORMATION

The following is a standardized checklist that must be completed for faculty who end their employment with the University, whether through resignation, retirement, or termination. The checklist provides the steps the faculty member and the department will need to complete in order for the faculty member to officially exit from the University. This checklist includes important Human Resources information, departmental logistics, and procedures for faculty involved with active research projects. Following the steps outlined in the checklist will facilitate the transition of the faculty member from active employment to her/his eventual departure date. This process is intended to assist University departments and schools to be in compliance with state and federal guidelines, providing an efficient and effective means to close out projects and resources associated with sponsored research.

Part I: Faculty Member Responsibilities is to be provided by the designated department representative to the faculty member departing the University. The form should be given to the faculty member as soon as notification of their departure is received. Some items within the document must be completed *90 days prior* to departure, making timing critical.

Various appendices contain the close out procedures and contact information for specific areas within research such as human subjects, animal subjects, patents, equipment and/or data transfer, hazardous materials etc. Completion of an appendix is required only if it is applicable to the work of the individual faculty member. Departments may add their own specific appendices tailored to their needs as appropriate.

When completed, these forms should be reviewed and signed by the faculty member *and* the Department Chair.

Part II: Department Responsibilities should be completed by the designated department representative to ensure all appropriate University entities are notified of the faculty member departure.

When completed, this form should be reviewed and signed by the department Chair.

In the event that a faculty member departs the University unexpectedly, is deceased or otherwise is not able to carry out their responsibilities, department personnel should immediately complete both Part I and II, as possible.

PART I: FACULTY MEMBER RESPONSIBILITIES

The following checklist must be completed by faculty who are separating employment with the University. Department heads should retain a copy of the completed form in the faculty member's personnel file.

Faculty Member Full Name: _____

Faculty Member Title: _____

Faculty Member Department: _____

Department Chair: _____

Faculty Member ID#: _____

Date of Departure: _____

Forwarding Address: _____

New Email: _____

Will your bank account be available for the last payroll deposit?

- YES, please deposit in current account.
- NO, but I have notified Human Resources of a new account number for the deposit.

Supplementary Checklists in Appendices	Appendix	✓	N/A
<i>If any of the below situations apply, refer to the identified appendix for a supplementary checklist you will need to submit. Please indicate all that apply, below:</i>			
Do you serve as a Primary Investigator (PI) on a grant/contract?	A		
Do you maintain a research lab?	B		
Do you conduct human subject research?	C		
Do you conduct animal research?	D		
Do you intend to transfer equipment, data or records?	E		
Do you serve as a Webmaster or Listserv owner?	F		
Have you disclosed inventions to the Licensing and Ventures Group/Patent Foundation or do you have pending/issued patents? <i>If you have recent research results and/or intellectual property in the form of new discoveries or inventions that have not yet been published or protected via provisional patent filings, contact the UVAPF to insure these are formally disclosed prior to departure from UVa.</i>	G		
Are you involved with patient care?	H		
Are you identified on a Technology Control Plan or participating in an export controlled project or activity?	I		

60-90 Days from Departure Date	✓	N/A
Submit resignation letter to the appropriate Dean at least 60 days prior to last day.		
Notify any committees or boards on which you serve.		
Discuss continuation of health coverage under COBRA with Human Resources		
Discuss conversion or continuation of life insurance with Human Resources		
Discuss distribution of retirement contributions with Human Resources		
Submit information to Department Chair regarding changes in status of your graduate student advisees (are they transferring to other institutions or finding a new mentor?)		
For any students continuing on to finish a degree at UVa who are supported by a stipend, identify the source of funding for the remainder of their course of study, the mentor of record, the lab space in which the work is to be done (if applicable), equipment to be used, and a budget for any needed supplies. Discuss details with Department Chair.		
Contact future institution regarding transfer procedures for any sensitive or controlled information or equipment.		
Contact your department's Local Support Partner (LSP) 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.		
If you have a managed conflict of interest, notify the Conflict of Interests Committee		
Notify the relevant committee(s) if you are part of a pending inquiry or investigation		
<p>For faculty members with H-1B Visas or H-1B Visa Status: <i>Under US immigration laws, if the H-1B employee is dismissed (terminated) from employment by the department before the end of the H-1B expiration date, the department is liable for the reasonable costs of return transportation of the foreign faculty member to his/her country abroad. If the faculty member is not departing the USA, the department is not required to pay the reasonable costs of transportation. Confirm with your department that you are departing the USA and returning to your home country so that airline tickets can be purchased at a reasonable cost.</i></p>		

15 Days from Departure Date	✓	N/A
Discuss with department the disposition of mail received by the department after departure.		
Settle any cash advances, petty cash accounts, or pending reimbursements.		
If in a supervisory role, insure that budgetary records, HR reviews, letters or emails containing resource commitments, and unit strategic plans are labeled and organized in hard copy files for the supervisory successor.		
Settle any university parking fines, library fines, or other unsettled accounts.		
If teaching faculty, verify that all grades have been submitted.		
If a supervisor, verify that all evaluations, correspondence, etc., have been completed.		
Submit a proposal for alternate use of remaining funds left in a recruitment/retention package.		
Consult with department Local Support Partner (LSP) and ITS for retention and/or disposition of email, home directory files, websites, and any other electronic materials.		

Within 1-2 Days from Departure Date	✓	N/A
Remove all personal items from offices or lockers.		
Return all copies of keys and ID badge(s) to department.		
Return VPN hardware key to your department LSP or ITS.		
Return all University credit cards or travel cards to department.		
Return any University items such as portable computer/cell phone/pager/PDA/long distance calling card/copy card to department.		
Return parking permit/parking garage smart tag to Parking and Transportation.		
Consult with LSP to delete all remaining electronic files containing University data or University licensed software from your personally owned computers, handheld devices, and electronic media.		
Return all paper documents containing University data to department.		

Post-Departure	✓	N/A
Notify the UHR Payroll office of any change of address during the year so that a W-2 tax statement can be sent in January.		

Signatures:

Faculty Member Name

Signature

Date

Department Chair Name

Signature

Date

PART II: DEPARTMENT RESPONSIBILITIES

At First Notice of Departure	✓	
Give faculty member the Faculty Departure Checklist - Part I: Faculty Member Responsibilities and any checkout procedures specific to individual department.		
Fax notice of departure/resignation letter to the office of the Dean or Department Head and Human Resources immediately upon receipt.		
<i>Notify the following offices (if applicable) of faculty member's pending departure. Provide them with faculty name and departure date:</i>	✓	N/A
Grants and Contracts/Office of Special Projects (OSP)		
Environmental Health and Safety		
Institutional Review Board		
Animal Care and Use Committee		
Office of the Vice President for Research		
Information Technology Services (ITS)		
Licensing and Ventures Group/Patent Foundation		
Center for Comparative Medicine		
University Human Resources (UHR)		
Enter faculty member termination date in University Integrated System and enter appropriate reason code.		
Recommend to the faculty member that they meet with UVA HR Benefits Office.		
Enter faculty member's new address with UHR so that U.S. mail can be forwarded.		
Process any non-reimbursed travel expenses through the department prior to termination date.		
15 Days from Departure Date	✓	N/A
Verify that all equipment, records and data that will be left at UVA have been received and secured.		
Complete Removal of Access Privileges and Return of University Property Form at http://www.hrs.virginia.edu/forms/removalofaccessprivileges8-02.doc UPDATE LINK		

On Last Day	<input checked="" type="checkbox"/>
Obtain the Faculty Departure Checklist from the faculty member	<input type="checkbox"/>
Confirm with faculty member all electronic files containing University data have been removed/transferred to UVA from his/her personally-owned computers, hand-held devices, and electronic media.	<input type="checkbox"/>
Confirm with faculty member that all paper documents containing University data have been returned to the department.	<input type="checkbox"/>
Confirm that Department has access and passwords for any electronic files being left at UVA.	<input type="checkbox"/>
Verify removal of personal items from offices or lockers.	<input type="checkbox"/>
Verify the return of all keys and ID badge(s) to department.	<input type="checkbox"/>
Verify return of VPN hardware key to department LSP or ITS.	<input type="checkbox"/>
Verify return of University credit cards or travel cards to department.	<input type="checkbox"/>
Verify return of University portable computer/cell phone/pager/long distance calling card/copy card to department.	<input type="checkbox"/>
Verify return of all paper documents containing University data to department.	<input type="checkbox"/>

Post-Departure	<input checked="" type="checkbox"/>	N/A
Clear/change all passwords including AIS, Voicemail, PC station.	<input type="checkbox"/>	<input type="checkbox"/>
Return faculty member's University ID to the ID office.	<input type="checkbox"/>	<input type="checkbox"/>
Reassign any direct reports to a new supervisor in the University Integrated System, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Deactivate building access and security cards.	<input type="checkbox"/>	<input type="checkbox"/>
Cancel signature authority.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm departure with Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>
Cancel access to the network, University Integrated System, etc. within 48 hours.	<input type="checkbox"/>	<input type="checkbox"/>
Cancel telephone long distance access code number.	<input type="checkbox"/>	<input type="checkbox"/>
Cancel photocopy access number.	<input type="checkbox"/>	<input type="checkbox"/>
Clean drives for computers being reassigned.	<input type="checkbox"/>	<input type="checkbox"/>
Remove access to locally-maintained computer network.	<input type="checkbox"/>	<input type="checkbox"/>
Change signature authority for time cards by sending a memorandum to Payroll.	<input type="checkbox"/>	<input type="checkbox"/>
Change signature authority over University accounts.	<input type="checkbox"/>	<input type="checkbox"/>

Signature:

Department Chair Name

Signature

Day

APPENDIX A: GRANTS AND CONTRACTS

To be completed by a Principal Investigator on a Grant or Contract.

*Because grants and contracts are made to the University of Virginia and not to individuals, they must be closed out by the University of Virginia before they are relinquished (transferred) to another institution. The requirements vary but generally include financial, technical and patent reporting. UVa will relinquish the award or contract back to the sponsor and the sponsor will then make a new award or enter into a contract with the new institution. All items listed below should be completed **PRIOR** to departing UVa.*

School Grants Offices	
Architecture	982-2306
Arts & Sciences	924-7139
Education	924-3841
Engineering	924-3756
Medicine	924-8426
Nursing	924-0074

All other schools, contact the Office of Sponsored Programs 924-4270
<http://www.virginia.edu/sponsoredprograms/>

90 Days from Departure Date	✓
Alert your unit administrator, school administrator and the Office of Sponsored Programs of your intent to transfer a grant or contract to another institution.	

Before Departure	✓	N/A
Alert your unit administrator, School Administrator and the Office of Sponsored Programs of your intent to transfer a grant or contract to another institution.		
Share OSP contact information with the institution that you intend to transfer your grants and contracts to and share their information with OSP.		
Complete and submit final invention statements to sponsor as required, see Appendix G .		
Ensure that all required progress reports and final reports have been prepared and submitted.		
Request that your administrator (department or school as appropriate) prepare a relinquishing statement or similar sponsor document. They will work with OSP for final approval.		
Prepare request to sponsor for the transfer of any equipment, also see Appendix E . <i>Ensure that all original documents are given to the appropriate departmental administrator and inform that administrator about any copies of documents that will be leaving the University.</i>		
Ensure, if transferring a grant or contract, that your school's Grants and Contracts office and OSP have an up-to-date copy of all proposals and reports.		

Appendix A: Grants and Contracts (Continued)

	✓	N/A
Notify collaborating institutions in writing, on any awards with subcontracts, that the award will be transferring. If you have a Certificate of Confidentiality, notify the issuing office of your new institutional affiliation.		
<p>Financial Responsibilities: With the help of the appropriate administrator, prepare budget for remaining months at the University, and ensure the correct amounts of funds are left at the University to cover any outstanding balances. Request that your administrator (department or school as appropriate) prepare a relinquishing statement or similar sponsor document. They will work with OSP and the school for final approval. Review and certify final expenditures made to grant or contract.</p>		
Resolve any outstanding commitments and budget deficits.		
Contact the OSP Effort Reporting Coordinator (4-3852) to make arrangements to review and certify final effort reports for you and your lab personnel.		
<p>Material Transfer Agreements (MTA): Coordinate with Sponsored Program Contracting staff to ensure proper closeout of existing material transfer agreements and confidential disclosure agreements. Review terms of MTA and ensure materials are handled accordingly. Materials to be transferred to another institution will likely require a new MTA to be processed between the providing entity and the receiving entity. Before materials are transferred permission must be granted by the provider.</p>		
<p>Confidentiality Agreements: Coordinate with Sponsored Program Contracting staff to ensure proper closeout of existing confidential disclosure agreements. Review terms of confidentiality agreement to ensure that any information provided is handled accordingly. Information to be transferred to another institution will likely require a new MTA to be processed between the providing entity and the receiving entity. Before provided information is transferred, permission must be granted by the provider.</p>		
<p>Research Contracts: Coordinate with sponsored program contracting staff to ensure proper closeout of contracts.</p>		

APPENDIX B: RESEARCH LAB / HAZARDOUS MATERIALS

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

Because laboratories often contain hazardous materials and equipment and other supplies obtained through several sources, coordination and care must be taken when either closing a lab completely or transferring some or all of the contents to another institution. To fully comply with health, safety and ownership requirements, the following actions may be required. All items listed below should be completed PRIOR to departing UVA.

Office of Environment Health and Safety (EHS) 982-4911

<http://www.ehs.virginia.edu/>

60-90 Days from Departure Date	✓
Alert your Unit Administrator or School Administrator and the Office of Environmental Health and Safety (as specified below) of your intent to close down a research laboratory to ensure the orderly cataloguing of equipment and the disposal of any hazardous materials.	

Before Departure	✓	N/A
Coordinate with your Department Administrator to verify ownership of all equipment and materials and make arrangements for disposal or transfer. For transfer requirements – see Appendix E . <i>Note: If the lab contains hazardous materials, all unwanted items MUST be decontaminated. Contact the Office of Environmental Health and Safety (EHS) for instructions. Completion of Form OEHS BSO-2 – Certificate of Decontamination (available from EHS) may be required.</i>		
Contact the Office of Environmental Health and Safety to make arrangements for removal or disposal of chemicals, biological materials, ‘sharp’ items, all radioisotopes and related samples/specimens, and unknown/unidentified containers.		
If you are a generator of hazardous waste, contact the Office of Environmental Health and Safety to verify the disposal of your wastes and confirm proper labeling of all hazardous materials that will not be disposed.		
Notify the Office of Environmental Health and Safety if you plan to ship or transport any chemical, biological or radioisotopic materials to another institution. They will provide you with required regulations.		

APPENDIX C: HUMAN SUBJECT RESEARCH

To be completed by an Investigator working on a human subject research protocol.

It is imperative that proper steps be taken with regard to the disposition of human subject research protocols prior to departure from the University. All items listed below should be completed PRIOR to departing UVa.

IRB-HSR (Institutional Review Board for Health Sciences Research) 924-9634 or 243-9847
IRB-SBS (Institutional Review Board for Social and Behavioral Sciences) 924-5999
<http://www.virginia.edu/vprgs/irb/>

60-90 Days from Departure Date	✓
Contact the appropriate IRB overseeing protocols/ grants to identify open protocols/grants and provide IRB with departure date	

SECTION I:		
<i>Principal Investigator must complete this section for each protocol for which they are responsible.</i>		
PROJECTS TO BE TRANSFERRED:	✓	N/A
Assess transferability of research to new institution (e.g., geographic proximity for human subjects, etc.)		
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 UVa IRB with closure form.		
Consult with IRB-HSR, if you will be transferring specimens or health information from subjects. Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol.		
Submit Closure form: RB-HSR: http://www.virginia.edu/vprgs/irb/HSR_docs/Forms/ClosureForm.doc IRB-SBS: http://www.virginia.edu/vprgs/irb/sbs_forms.html		
If you have received IRB approval to transfer de-identified research data, the Clinical Data Repository (Jason Lyman [982-8240] or Ken Scully [982-4035]) 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 the University.		

Appendix C: Human Subject Research (Continued)

PROJECTS TO BE RETAINED AT UVa	✓	N/A
If you will remain the PI on the project, apply for Voluntary or Adjunct Faculty Appointment through Chair (may be done via Resignation Letter)		
If a new PI will be appointed at UVa, work with Department to identify new PI. Note: Special Considerations for Industry Sponsored Research – Industry sponsor has final approval over change of PI and/or Institution, and will modify any Clinical Trial agreement.		
IRB-HSR Tasks for Researcher		
Complete IRB-HSR Personnel Change Form.		
Modify protocol using tracked changes and obtain signatures from new principal investigator.		
Modify consent form using tracked changes, if protocol remains open to enrollment. Submit all documents to IRB-HSR.		
IRB-SBS Tasks for Researcher		
Complete and submit a IRB-SBS modification form.		
Modify protocol and obtain signatures obtained from new principal investigator.		
Obtain signature of new principal investigator on investigators agreement.		
Modify PI information on all consent materials, if protocol remains open to enrollment.		
Submit all documents to IRB-SBS as instructed. (All forms can be found at http://www.virginia.edu/vprgs/irb/sbs_forms.html)		
PROJECTS TO BE TERMINATED	✓	N/A
Submit Closure form: IRB-HSR: http://www.virginia.edu/vprgs/irb/HSR_docs/Forms/ClosureForm.doc IRB-SBS: http://www.virginia.edu/vprgs/irb/sbs_forms.html		
If biomedical research: notify School of Medicine Clinical Trials Office for instructions on how to archive data.		
Consult with the School of Medicine Clinical Trials Office on records disposal.		
Consult with IRB-HSR, if you will be transferring specimens or health information from subjects. Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol.		

Appendix C: Human Subject Research (Continued)

SECTION II: *Sub-Investigator must complete Section II for each protocol on which they are listed.*

	✓	N/A
If you will continue to work on the protocol after you leave UVa, notify the Principal Investigator and IRB.		
Modify protocol using tracked changes and submit to IRB.		
Sign an Unaffiliated Investigators Agreement and submit to IRB with modified protocol.		
Request that PI contact Grants and Contracts Office to determine if a contract will be required.		

APPENDIX D: ANIMAL RESEARCH

To be completed by an Investigator using animals as research subjects

It is imperative that proper steps be taken with regard to the disposition of animal subjects prior to departure from the University. All items listed below should be completed PRIOR to departing UVa. Failure to adhere to these procedures will result in the following:

- 1. A letter of reprimand will be sent to the principal investigator; with a copy sent to the department chair and to the IACUC at the new institution.*
- 2. Any expenses, including per diems, will be billed to your department chair for the recovery of costs incurred.*
- 3. Euthanasia of animals may be conducted at the discretion of the IACUC.*

Institutional Animal Care and Use Committee (IACUC) 924-0405

<http://www.virginia.edu/vprgs/iacuc/index.html>

Center for Comparative Medicine-924-2741

At Least 90 Days Before Departure Date	✓	N/A
Send written notification to the Institutional Animal Care and Use Committee (IACUC) Office and the Center for Comparative Medicine informing them of your intent to leave the University. The notification must include: exact date of departure, date of termination of protocols, intended disposition of any remaining animals, new contact information.		
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 Director of the Center for Comparative Medicine to obtain approval and to complete the appropriate transfer forms. (Dr. Sanford Feldman: 4-5058 or shf2b@virginia.edu) <i>Note: Animals transferring to another institution will likely need to be placed in quarantine, so adequate lead time must be taken into account. Transfer of animals to other institutions requires a signed Material Transfer Agreement.</i> http://www.medicine.virginia.edu/research/offices/research/intellectual-property-and-entrepreneurial-activities/material-transfer-agreements.html		
If you plan to continue collaborative research with another qualified UVA faculty member, the collaborating UVA 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: <ul style="list-style-type: none"> • The nature of the collaborative work • His/her willingness to accept the research project and the extent of his/her experience with the research of the departing investigator • The timetable for completion of the collaborative project 		
Verify that any qualified UVA collaborator(s) 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 E: TRANSFER OF EQUIPMENT, DATA, RECORDS OR OTHER ITEMS

To be completed by a Faculty Member intending to transfer materials to another institution.
In many cases, faculty will have equipment, data, records or such things as specimens, cell lines or reagents that they would like to take with them when they leave the University. The ownership of these items may be unclear. It is best to clarify these issues prior to your departure or the transfer of these items. All items listed below should be completed PRIOR to departing UVa.

Office of the Vice President for Research – 924-3606 or 924-7026

60- 90 Days Before Departure Date	✓	N/A
<p><i>Data or Records</i> If you will be transferring data or records please see the Laboratory Notebook and Recording Keeping Policy. Note that this policy applies to all research data or records even if they were not collected in a "lab": https://policy.itc.virginia.edu/policy/policydisplay?id='RES-002'</p>		
<p><i>Equipment</i> If you will be transferring equipment please see the Transfer of Research Equipment Policy: http://www.virginia.edu/finance/polproc/pol/xa2.html</p>		
<p><i>Other Items</i> If you will be transferring items such as specimens, cell lines or reagents please see the additional information on Material Transfer Agreements: http://www.medicine.virginia.edu/research/offices/research/intellectual-property-and-entrepreneurial-activities/material-transfer-agreements.html.</p>		
<p>If you have received IRB approval to transfer de-identified research data, the Clinical Data Repository (Jason Lyman [982-8240] or Ken Scully [982-4035]) 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 the University.</p>		

APPENDIX F: WEBMASTER/ LISTSERV OWNER

To be completed by a Faculty Member who maintains a web site or central email list.

*In order to maintain continuity of communications, faculty members who maintain web sites or email distribution lists housed on resources administered by ITS need to make arrangements for their transfer or discontinuance prior to departure from the University. All items listed below should be completed **PRIOR** to departing UVa.*

**Information Technology Services (ITS)
4-HELP 434-924-4357**

15-30 Days From Departure Date:	✓	N/A
Transfer ownership of any email distribution lists. This may be done either by having the list administrator assign a new owner or by contacting ITS.		
Contact your department LSP (Local Support Partner) or ITS to transfer ownership and update permissions on any web sites, Collab sites, or any other shared online resources for which you are responsible. http://its.virginia.edu/		

APPENDIX G: PATENTS/INVENTIONS

To be completed by a Faculty Member who has patent or invention activity.

*In order to ease your departure, it is important to communicate with the Licensing and Ventures Group/Patent Foundation regarding any potential issues that may arise related to you patents and/or inventions. All items listed below should be completed **PRIOR** to departing UVA.*

Patent Foundation - 924-2175

60-90 Days From Departure Date:	✓	N/A
Forward information for patent prosecution, help in licensing activities and change in royalty flow to the Licensing and Ventures Group/Patent Foundation. http://innovation.virginia.edu/		

APPENDIX H – PATIENT CARE

To be completed by a Faculty Member who is involved with patient care.

*In order to ease your departure, it is important to communicate with your patients and to make arrangements for their continued care. All items listed below should be completed **PRIOR** to departing UVa.*

**Piedmont Liability Trust - 296-2100
UVA Health Information Services – 243-5811**

90 Days From Departure Date:	✓	N/A
Notify your patients of your departure and make arrangements for the transfer of their care, as appropriate.		
Notify Piedmont Liability Trust of your departure date.		
Discuss with your department chair how income from your patient billing accounts will be handled after you leave UVa.		

Approximately 14 Days From Departure Date:	✓	N/A
Contact Health Information Services for assistance regarding the appropriate storage of privately held patient charts.		

APPENDIX I: EXPORT CONTROLS

To be completed by a Faculty Member who is participating in export controlled activity.
In order to ease your departure, it is important to communicate with the Office of Export Controls regarding your involvement in any activity subject to a Technology Control Plan. All items listed below should be completed PRIOR to departing UVa.

Export Controls - 982-5725

60-90 Days From Departure Date:	✓	N/A
Contact the Office of Export Controls 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 UVa Office of Export Controls to coordinate the transfer of any export controlled 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 project after leaving UVa work with the Office of Export Controls to apply for any necessary export licenses or other authorizations prior to your departure. The Office of Export Controls 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.		

Within the Last Few Days of Departure Date (or prior to packing and shipping):	✓	N/A
Contact the Office of Export Controls to confirm authorization to remove export controlled technical data, equipment, software or other materials from UVa. Items subject to a pending or denied license application may be exported by or from UVa.		
Notify the shipper or freight forwarder if export controlled technical data, equipment, software or other materials will be included in any shipment from UVa to a foreign destination and ensure that they receive copies of all export licenses or other authorizations and make appropriate submissions through AESDirect; the Office of Export Controls can work with the shipper or freight forwarder to facilitate this process.		