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| **Office of the VP for Research Initial Below As Appropriate** |
|  | Date | Yes | No | N/A |
| Effective Date the PI will stop work at UMBC |  |  |  |  |
| [Office of Sponsored Programs](http://research.umbc.edu/office-of-sponsored-programs/) |  |  |  |  |
| Extramural Awards: |  |  |  |  |
|  Have all award deliverables been submitted to the sponsor |  |  |  |  |
|  Final Invention Report(s) |  |  |  |  |
|  Final Property/equipment Reports |  |  |  |  |
|  Effort Reports |  |  |  |  |
|  Final Financial Report |  |  |  |  |
|  Termination of Kuali access as well as any sponsor accounts |  |  |  |  |
|  Disposition of Property Purchased Under Sponsored Awards |  |  |  |  |
| Data Use Agreements Terminated |  |  |  |  |
| [Office of Research Protections and Compliance](http://research.umbc.edu/office-of-research-protections-and-compliance/) items: |  |  |  |  |
| Have Institutional Review Board (IRB) Protocols been closed |  |  |  |  |
| Have Institutional Animal Care and Use Committee (IACUC) Protocols been closed been closed: |  |  |  |  |
| Have Institutional Biosafety Committee (IBC) Protocols been closed |  |  |  |  |
| Are there outstanding issues to be resolved in Conflict of Interest Management Plans |  |  |  |  |
|  Have Export Control Technology Control Plans or Licenses been closed |  |  |  |  |
| [Office of Technology Development](http://research.umbc.edu/office-of-technology-development/) |  |  |  |  |
| Material Transfer Agreements (MTA’s) |  |  |  |  |
| Confidential Disclosure Agreements (CDA’s) |  |  |  |  |
| Invention Disclosure Forms (IDF’s) |  |  |  |  |
| Memorandum of Understanding (MOU’s) |  |  |  |  |
| Requests Such as Waiver Letters |  |  |  |  |
| Confirm Patents or Licenses |  |  |  |  |
|  Original Lab Notebook Retained by Unit |  |  |  |  |