

Name of Faculty Member Departing CWRU:

Department:

Date of Departure:

Appendix D: Computational Resources (Computers and Servers)

Responsible Persons: Matt DeVries mpd35@case.edu

Background: Desktop computers and servers are property of the University and may not be removed from CWRU. In addition, faculty must ensure that research data, especially data subject to HIPAA, FERPA, FISMA, or other regulation, on desktops machines, servers, or laptops has transferred custody appropriately or been deleted.

Laptop computers generally may not be removed from CWRU however in some circumstances they may be taken with permission of Matt DeVries in the SOM Office of Research Administration **and** the Chair of the faculty member’s department.

Any machine leaving campus will need to be rendered into purchased state (wiped, reformatted, and encrypted). Note: This will take up to a week and must be scheduled.

In addition, departing faculty must seek additional approval to take or transfer research data through completion of Appendix G.

Also, per University policy (<https://softwarecenter.case.edu/eula.php>) “Upon termination as a faculty, staff, or student of the University, or upon termination of the license agreement, you are required and agree to REMOVE/DELETE all software downloaded to your personal notebook and/or desktop computer that originated from the Case Software Center. Any attempt to bypass authentication by providing false information or using other means to illegally obtain, duplicate or distribute this software is in violation of the University's Information Services Ethics Policy and will be grounds for termination or dismissal.”

To begin the request to transfer laptop computers complete the table below (Please add rows as necessary):

Name of laptop Computer	Year Purchased	List of Software on Computer Not Originated from the CWRU Software Center	Does the computer contain data that is subject to HIPAA, FERPA, or FISMA?	Decision of Chair and SOM ORA (transfer or remain at CWRU)

**Appendix D Computational Resources
CWRU Faculty Departure Checklist
(Confidential and Proprietary)
Effective Date: 5/ 1/ 15**

Name of Faculty Member Departing CWRU:

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As stated above Desktop Computers and Servers may not leave CWRU. Please provide an inventory of all Desktop Computers and Servers. In general these should be wiped and reimaged unless by approved and authorized exception, it is transferred to a new CWRU custodian intact.

Name of Desktop Computer or Server	Year Purchased	Purpose of Machine (e.g. - Data Analysis, Runs Equipment, Office Machine)	Does the computer contain data that is subject to HIPAA, FERPA, or FISMA?	Will the machine be wiped, or transferred intact to a new CWRU Custodian?

By signing below the faculty member, Department Administrator and Chair confirm that all research data and software proprietary to CWRU, and all regulated data (including data regulated by HIPAA, FERPA, and FISMA) have been removed from the laptop computer or are permitted by special, approved and authorized exception.

Faculty Member Signature:

Date:

Department Administrator Name:

Department Administrator Signature:

Date:

Department Chair Name:

Department Chair Signature (only required if computer equipment is leaving CWRU):

Date:

OFFICE USE ONLY

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CWRU Faculty Departure Checklist
(Confidential and Proprietary)
Effective Date: 5/ 1/ 15***

Name of Faculty Member Departing CWRU:

Department:

Date of Departure:

SOM Research Administration Name

SOM Research Administration Signature:

Date:

Appendix D is to be returned as part of the competed Faculty Member Departure packet.