

Departing Faculty Members Name:

Department:

Date of Departure:

Appendix F : Animal Research

Responsible Person: John Durfee jwd7@case.edu

Requirements of Departing Personnel to clear the Animal Resource Center

Background: When faculty depart from CWRU it is their responsibility to ensure that there is a plan of action in place for each animal protocol. Without an approved plan of action for each animal protocol, grants of departing PIs may not be relinquished and transferred to the new institution. Additionally, departments will be responsible for animal care and per diem costs of animals left at CWRU without a plan. Additionally, all outstanding invoices must be paid, all personnel leaving the institution with the faculty member must be taken off animal protocols, and all prescription drugs and controlled substances must be returned to the ARC.

Faculty need to provide the information requested below and work with Dr. Durfee and ARC staff to document a plan of action for animal protocols. The completed and signed form will need to be submitted to the Office of Grants and Contracts for faculty members intending to relinquish and transfer grants to another institution.

Faculty departing may choose one of three options for active animal protocols:

- 1. Amend protocols to change PI of protocol to a new PI who will be financially responsible.**
- 2. Transfer animals to a new protocol**
- 3. Transfer animals to new institution**

1. For Animal Protocols that you intend to remain open the PI must :

- A. Amend animal protocols to change departing Principal Investigator to a full time faculty member at CWRU
- B. Transfer animals to another approved protocol

Complete this table for protocols where the PI will be amended or where the animals will be transferred. (Please add rows as needed)

Protocol Number	Intention	Name of PI Amended Protocol or Transferred who is will be responsible	New Protocol Number if Applicable	Speedtype responsible for costs of animals remaining in ARC
	<input type="checkbox"/> Amend PI of protocol <input type="checkbox"/> Transfer of protocol			

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2. Complete this table to document arrangements for export of animals to new institution. (Please add rows as needed)

Non Standard Vendor Form Submitted (Y/N)	Location of Animals in ARC	Number of Cages	ARC Cage Location	Export Destination	Anticipated Date of Export

3. Provide confirmation of payment for outstanding external accounts/invoices. (Please add rows as needed)

External Account Name	Outstanding External Account Balance	Method of Payment

4. Remove all departing personnel from the approved protocol.

Departing Personnel Names	Date Removed

5. Return all controlled drugs to the ARC. All drugs must be returned to ARC even if animals are being transferred to another protocol.

Are there any outstanding Controlled Drugs? (Y/N)	Name of Drugs	Person Returning Drugs to ARC	Person in ARC who received the drugs	Date of Drug Return

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By signing below the faculty member, Department Administrator and Chair confirm that all this form has been completed accurately and that plans for animal have been made and agreed to.

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

Department Chair Name:

Date:

Department Chair Signature:

By signing this Dr. Durfee acknowledges that all protocols are fully compliant.

Dr. John Durfee

Date

NOTE: Appendix F must be completed and submitted with Appendix A in order for the Office of Grants and Contracts to take any action on any grant, agreement, subcontract and/or contract including relinquishing/transferring the program.

Appendix F is to be returned as part of the completed Faculty Member Departure packet.