

Departing Faculty Members Name:

Department:

Date of Departure:

Appendix N: Research with Recombinant/Synthetic Nucleic Acid Molecules/IBC

CWRU IBC Office: Colleen Karlo | 216 368-0838 | case-ibc@case.edu

Background: In order to ensure compliance for research involving recombinant or synthetic nucleic acid molecules (r/sNA), faculty departing UH/CWRU with active IBC protocols should contact the IBC Office at case-ibc@case.edu to facilitate and discuss the status and plan for all open protocols.

Faculty must consider the options below for active IBC Protocol(s) when they are leaving the university. Both options require a submission to the IBC:

- a. Close the Protocol completely without plans to transfer or continue the study. All r/sNA materials must be disposed of following institutional policies.
- b. Transfer* the Protocol to another PI at UH/CWRU.

Please complete the table for all approved IBC protocols:

IBC Protocol #	Recombinant Materials (viral vectors, Drosophila, etc)	Close or Transfer	Date of IBC submission	Disposal of Recombinant Material? (Y/N)

*The transfer of recombinant materials will require the receiving PI to update their Exposure Control Plan with CWRU EHS.

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

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

By signing this, the IBC administrator acknowledges that all protocols are fully compliant.

IBC Administrator:

Date:

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