

PRINCIPAL INVESTIGATOR EXIT CHECKLIST

NAME: _____	DEPARTMENT: _____
MC EID #: _____	SEPARATION DATE: _____
LAB ROOM # _____	

INVESTIGATORS: “Exit Sessions” with the department chair/center director are an important final step for Principal Investigators terminating employment with Morehouse College. The sessions should be scheduled as soon as the Principal Investigator knows he/she is leaving, but at least within the final 2 weeks of employment. To leave Morehouse College in good standing and clear all obligations, individuals should obtain clearances from applicable College offices or departments.

DEPARTMENT CHAIRPERSON/CENTER DIRECTOR: Check (✓) each applicable item that requires clearance. For each item checked, the Principal Investigator should obtain the signature(s) from each of the appropriate College officials, signifying that the exiting Principal Investigator has been cleared.

<input type="checkbox"/> Environmental Health & Safety (requires signature of Environmental Health & Safety Officer)	
I certify that all laboratory transfer/closure procedures have been implemented:	
_____	_____
Signature, Environmental Health & Safety	Date

<input type="checkbox"/> Institutional Review Board (requires signature of IRB representative)	
I certify that all Morehouse College research projects involving human subjects or animals, for which the above-named is the PI, have been cleared:	
_____	_____
Signature, Institutional Review Board Representative	Date

<input type="checkbox"/> Research Equipment/Computers/Inventory (requires Department Chair signature)	
I certify that all Morehouse College property has been returned and all obligations have been cleared:	
_____	_____
Signature, Department Chair	Date

<input type="checkbox"/> Contracts & Grants	
I certify that all obligations related to contracts and grants have been cleared:	
_____	_____
Signature, Contracts & Grants	Date

_____	_____
Signature, Principal Investigator	Date

FILE COMPLETED FORMS WITH THE DEPARTMENT/CENTER. Forward copies of the completed form to the Office of Sponsored Programs.