



RESEARCH NEWS

 Washington University in St. Louis

Dear Faculty and Research Administrators,

The OVCR has developed a PI Departure Checklist to offer guidance when PIs are preparing to leave the University. The departing PI and department administrators should review the checklist and determine applicability and responsibility of each item.

The Checklist also provides links to a library of letter templates, documents, and spreadsheets to facilitate the off-boarding of PIs including:

- Faculty Relocation Equipment List
- SPA Sponsored Equipment Transfer Form
- HRPO Faculty Departure Spreadsheet

You can access the checklist from research.wustl.edu by searching PI Departure Checklist, from the Award Management topic under Systems and Tools, or the following link research.wustl.edu/pi-departure-checklist/.

Please contact Johnnie Cartwright, Assistant Vice Chancellor for Research & Chief of Staff (cartwrightj@wustl.edu or 314-273-6038) with questions.