

RESEARCH-INTENSIVE FACULTY DEPARTURE CHECKLIST

This checklist is to be completed by the administrative unit for all research-intensive departing faculty and is an aid to ensure awareness of all necessary administrative processes by both the department and faculty and that they are completed appropriately. Once executed, a copy should be kept on record by the department. Please note this form does not replace the requirement to complete other departure documents from HR, etc.

FACULTY INFORMATION												
Faculty Member Name:		Department (include Division, if applicable):										
Departure Type:	<input type="checkbox"/> Resignation/transfer of institution <input type="checkbox"/> Retirement <input type="checkbox"/> Termination <input type="checkbox"/> Deceased	Effective Departure Date (est):										
Forwarding email address:		Forwarding new institutional/home address as appropriate:										
Research	Appendix	Yes	No									
Does the faculty have active extramural grants or contract funding?	A											
Does the faculty intend to transfer equipment, research data, or research data devices?	B/D											
Does the faculty member maintain a research lab and/or have assigned research space?	B											
Does the faculty member intend to transfer any research specimens to another institution?	D											
Is the faculty a PI on any IACUC protocol?	C											
Is the faculty a PI on an IRB protocol or a clinicaltrials.gov folder?	C											
Complete a short UAB Exit Survey at this link . Also contact Alecia Gross, Ph.D., Assistant Dean for Faculty Affairs, Heersink SOM at agross@uab.edu for a short zoom exit interview.												
<table border="1"> <tbody> <tr> <td>Faculty Name</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>Administrator Name</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>Department Chair Name</td> <td>Signature</td> <td>Date</td> </tr> </tbody> </table>				Faculty Name	Signature	Date	Administrator Name	Signature	Date	Department Chair Name	Signature	Date
Faculty Name	Signature	Date										
Administrator Name	Signature	Date										
Department Chair Name	Signature	Date										

APPENDIX A: GRANTS & CONTRACTS

Sponsored Agreements are between the Sponsor and UAB, not the PI as an individual. Accordingly, sponsored agreement disposition involves a coordinated determination by UAB leadership (Department/School/Institution) and the Sponsor. The following types of sponsored agreements require focused assessment and evaluation: (1) large grant programs where substantive infrastructure is not moving to the new institution; (2) institutional grants specific to the State of Alabama; (3) trials approaching enrollment closure; or (4) specific industry sponsored trials requiring devices and unique patient populations.

Sponsored programs administration contact at new institution (if applicable)	
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Institution-wide Tasks	Complete
<p>Internal Award: Faculty who serve as PI on internal research awards should notify the UAB grant administrator in the sponsoring Department, School/Institute, and/or the Executive Director in the HSOM Office of Research of their departure and arrange to surrender remaining funds (hande@uab.edu or SOMresearch@uab.edu).</p> <p>Original Documents & Files: Inventory and transition control for all original documents and files (paper and/or electronic) to the appropriate departmental administrator and identify any copies of such documents to accompany departing faculty member to a new institution (note: all original research and administrative records must remain at UAB under the custody of the department).</p>	Complete
Office of Sponsored Programs (OSP): Pre-Award and Non-financial Post Award Tasks for Departing Faculty with Administrative Assistance	Complete
<p>External Awards: List of PI's Awards & Outcome: Provide OSP (osp@uab.edu) with a complete list (preferably in Excel) of the departing PI's awards using the OSP assigned number and the Sponsor's Award number. Designate each award with a planned outcome of "NO INTENT TO TRANSFER" <u>or</u> "TRANSFER OUT AWARD" <u>or</u> "CHANGE IN PI."</p> <p>No Intent to Transfer Award: If departing Faculty need to initiate a replacement UAB PI or to close out an award, use the OSP Required Documents Tool to determine the appropriate documents necessary for prior approval request to the sponsor as required by the terms and conditions of the award prior to your departure date.</p> <p>Invention Statements: Complete and submit final invention statements to OSP for review, approval, and submission to the sponsor as required (osp@uab.edu).</p> <p>Progress Reports: Complete and submit all required progress reports and final progress reports as required by the award terms and conditions. Provide copies to OSP.</p>	Complete

TRANSFER OUT OF A SPONSORED AGREEMENT:

- **UAB EXTRAMURAL CHECKLIST (EC) FORM (Signatures Required):** Complete and submit the EC Form for each transfer along with a letter from the Department Chair, Final Invention Statement, and Relinquishing Statement. These forms vary depending on the sponsor: "Transfer Award Out" form requires signatures of the Department Chair, the Dean/Research Dean/Director of the School/Institute, and the assigned OSP Officer. Each award in question needs its own completed form.
- More information & Form here: <https://www.uab.edu/research/home/osp-researchers-toolkit>.
- OSP will then work with the departing faculty member, Department Administrator, and Grants & Contracts Accounting to finalize and submit the Relinquishment Statement or agreement modification to the Sponsor.
- **Transfer Contact Information:** Provide to UAB's assigned OSP officer and the department administrator the contact information for the new institution's Sponsored Programs official. Concurrently, notify the new institution of the pending transfer of sponsored agreement and provide the new institution with UAB's OSP contact information (osp@uab.edu).
- **Final Progress Report from UAB:** Complete and submit all final progress reports as required by the award terms and conditions to osp@uab.edu or, depending on the sponsor, PI will upload into the sponsor's portal (i.e., NIH).
- Notify collaborating institutions that subawards will be amended and reissued from new institution.

Grants and Contract Accounting: Financial Post-Award Tasks

Complete

- **Equipment Transfers:** Submit a transfer request for any Equipment purchased on an award to the Asset Management Department for review and approval. For questions contact Ruwaldt Viljoen rviljoen@uab.edu or Kevin Kent kkent@uab.edu. Read the related policy under Equipment Life Cycle <https://www.uab.edu/financialaffairs/accounting/equipment>
- **Effort Certifications:** Coordinate with your Department Administrator to plan, review, and certify final Effort Reports for you and your lab personnel.
- **Financial Reconciliation & Closeout:** With the help of your appropriate Department Administrator, OSP, & Grants Accounting representative, you will prepare the award budget to **retain** sufficient funds by UAB to cover any outstanding balances and/or budget deficits. Review and certify final expenditures made to grant or contract.

APPENDIX B: RESEARCH LAB/ HAZARDOUS MATERIALS/ENVIRONMENTAL HEALTH SERVICES CHECK

To be completed by an investigator responsible for closing a laboratory.

When vacating laboratories containing potentially hazardous materials (chemical, biological, radiological, sharps, or other hazards), it is imperative that principal investigators coordinate with Environmental Health & Safety (EHS) to ensure proper disposal or transfer. Please reference <https://www.uab.edu/ehs/services/hazardous-materials-and-waste> for additional information.

Research Space	Complete
<p>Research Space: If the faculty member has assigned research space, notify the Executive Director of Facilities Kevin Bell bellkev@uab.edu with departure date and cc Alex Boles aboles@uab.edu <i>Note: Investigator is responsible for leaving the space in similar condition to when they arrived.</i></p>	
Research Equipment	Complete
<p>Read the UAB equipment transfer policy https://www.uab.edu/financialaffairs/accounting/equipment/frequently-asked-questions and http://www.contentedits.com/img.asp?dl=1&t=2&id=59076 <i>Note: Faculty moving to another university who want to transfer research equipment must have approval from the Department Chair or Administrator and the UAB Asset Management Department before dispensation can be granted. Only Equipment on an active grant can be transferred. Other items would be set up on Gov deals and bid on. For questions, please contact Ruwaldt Viljoen rviljoen@uab.edu or Kevin Kent kkent@uab.edu. <i>Note: IT security restricts movement of laptops, computers, or servers to another institution.</i></i></p>	
Freezer: If faculty have a freezer(s) that is wired/alarmed, notify your Department Administrator to transfer contact information.	
Contact your Department Administrator to facilitate a lab move.	
Research Specimens & Hazardous Materials	Complete
<p>Notify your Administrator and Environmental Health & Safety (EHS) (205-934-2487) of your intent to close a research laboratory to ensure that you have adequate time for appropriate decontamination, transfer, surplus, or disposal of any hazardous materials and equipment. Refer to https://www.uab.edu/ehs/images/docs/chem/ehs-policyforTermination_of_Laboratory_Use_of_HazMat.pdf.</p>	
<p>Decontaminate all hazard-containing or hazard-labeled equipment before transfer, surplus, or disposal, in accordance with EHS instructions. For areas containing biohazards, please reference https://www.uab.edu/ehs/images/docs/bio/biohazard_disinfection.pdf. For areas with radioactive materials, please reference https://www.uab.edu/ehs/images/docs/rad/DecommissioningTerminationProcedures.pdf.</p>	
<p>Dispose of unwanted hazardous materials (e.g., biological materials, chemicals, radioactive materials, etc.) in accordance with EHS waste procedures. Contact EHS (205-934-2487) as early as possible to arrange for removal; significant lead time is often required. Please reference https://www.uab.edu/ehs/images/docs/chem/chemical_decontamination.pdf.</p>	
<p>If you are a generator of hazardous waste, contact EHS (205-934-2487) to verify the disposal of your waste and confirm proper labeling of all hazardous materials that will not be disposed. Please reference https://www.uab.edu/ehs/images/docs/chem/chem_manual.pdf and https://www.uab.edu/ehs/images/docs/bio/biosafetymanual.pdf.</p>	

Consult with EHS (205-934-2487) on the proper transport or shipping of hazardous materials or equipment if you plan to transfer hazardous materials/equipment to another institution or foreign entity.	
If you intend to transfer materials such as specimens, cell lines, or reagents, consult with UAB Material Transfer Office (UAB's Technology Transfer entity) to determine whether or not a Material Transfer Agreement is needed and see Appendix D .	
If you intend to destroy materials such as specimens, cell lines, or reagents, consult with EHS to arrange such actions.	
Institutional Biosafety Committee & Select Agents	Complete
If you have an active IBC protocol, please notify Donna S. Williamson dsw@uab.edu .	
UAB is not obligated to sponsor or transfer work that cannot be performed at another institution due to inadequate space or provisions for select agents. Any active protocols with select agent(s) should be discussed with the IBC.	

APPENDIX C: HUMAN OR ANIMAL SUBJECT RESEARCH

To be completed by an investigator responsible for human or animal subject research.

It is imperative that proper steps be taken regarding the disposition of human or animal subject research protocols prior to departure from the University. All items listed below should be completed PRIOR to the faculty member's departure from UAB.

Human Subject Research	Complete
Contact the appropriate IRB overseeing protocols/ -grants to identify open protocols/grants and provide IRB with departure date.	
Consult with UAB IRB if you will be transferring specimens or any data from subjects. <i>Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol.</i>	
UAB is not obligated to continue serving as the single IRB if the PI moves to another site. Discuss this with the IRB.	
Projects to be Transferred	Complete
Assess transferability of research to new institution (e.g., geographic proximity for human subjects, etc.), and submit application through new institution's IRB.	
Submit management plan for any currently enrolled research subjects (e.g., withdrawing subjects from research who do not wish to be transferred to the new institution, etc.) https://www.uab.edu/research/home/continuing-review-and-approval .	
Projects to be Retained at UAB	Complete
The PI on a UAB IRB must be qualifying personnel of UAB. Please refer to OSP policy for external funding: https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=275 . Please notify the UAB OnCore team of the change in PI for an active grant Oncore@uabmc.edu	
Industry-sponsored agreements, including clinical trials, require formal modification for change of PI. Additionally, change in institution requires termination and re-issuance to the new institution. Departments should coordinate with OSP prior to contacting the sponsor.	
If the IRB protocol PI is changing, complete the IRB Change Form found at - https://www.uab.edu/research/home/amendments-and-revision	
Projects to be Terminated	Complete
Submit closure form by accessing https://www.uab.edu/research/home/continuing-review-and-approval .	
Consult with your Department, School, or Institute regarding record retention and/or disposal.	
Retention of Clinical Trials Data	Complete
Describe data generated during clinical trial for which you were the PI that must be retained under contractual obligation or FDA regulation. Include the following: where the data are stored; number of boxes/file cabinets involved and how they are identified; how long the records must be retained; sponsor contact(s); and, if stored at a secure, commercial facility, the source of funding for future storage costs through destruction of the records. For assistance, contact your clinical research coordinator or Clinical Trials Administrative Office https://www.uab.edu/medicine/ctao/about/contact	
For Sub-investigator: <i>Sub-Investigator must complete the below for each protocol on which they are listed.</i>	Complete
If you will continue to work on the protocol after leaving UAB, notify the PI and the IRB.	
Modify protocol using tracked changes and submit to IRB. The new PI must modify the master protocol and Consent Form to reflect transfer of data out of UAB. Make change request through the IRB.	
As necessary, contact the IRB to discuss an unaffiliated investigators agreement.	
PI or department must contact OSP to determine if a contract will be required.	
Animal Research	Complete

<p>If PI on an Institution Animal Care and Use Committee (IACUC) protocol, send written notification to the Animal Resources Program https://www.uab.edu/research/home/arp to inform them of proposed transfer. The notification should include: the exact date of departure; requested date of protocol termination; intended disposition of any remaining animals; and new contact information.</p>	
<p>Transferring Animals</p>	<p>Complete</p>
<p>If likely to transfer animals, contact ARP to prepare and arrange for appropriate transfer forms and procedures. https://uab365.sharepoint.com/sites/research/arp/SitePages/ProceduresForInvestigators/default.aspx <i>Note: Animals transferring to another institution require a signed MTA and will likely need to be placed in quarantine at the new institution, so adequate lead-time must be taken into account.</i></p>	
<p>Verify that any qualified UAB collaborators have received full IACUC approval for the new protocol, otherwise they may not be allowed to continue or initiate the departing investigator's research.</p>	

APPENDIX D: INTELLECTUAL PROPERTY

To be completed by an investigator intending to transfer materials to another institution.

Faculty may have data, records, specimens, cell lines, or reagents they would like transferred to a new institution upon leaving UAB. The ownership of these items may be unclear. It is important to communicate with the Bill L. Harbert Institute for Innovation and Entrepreneurship (innovation@uab.edu) regarding any potential issues that may arise related to the faculty members intellectual property portfolio. All items listed below must be completed PRIOR to departing UAB.

Data & Records	Complete
<p>1. If Data are to be transferred to a new institution, request consultation from the assigned OSP officer to determine whether or not a Data Use Agreement (DUA) is necessary. OSP will assist in documenting any preexisting rights and obligations that may be attached to the data in question.</p> <ul style="list-style-type: none"> ○ If Limited Data Sets are to be transferred to a new institution, as defined under the Privacy Rule, then a DUA is required. Submit a request for a DUA and the required documentation to OSP. ○ If the Institutional Review Board (IRB) has approved transfer of de-identified research data to a new institution, all personal identifiers must be verifiably removed prior to transfer. All copies of databases that contain patient identifiers must be deleted or otherwise destroyed (after the mandatory period) and may not be transferred from UAB. Please see the DUA page on the OSP website: https://www.uab.edu/research/home/osp-federal-contracts/fc-other/data-use-agreements. 	
<p>2. Faculty must work with askIT (askIT@uab.edu) and/or HSIS IT to ensure a data transfer plan is in place. Contact askIT at https://www.uab.edu/medicine/home/faculty-staff/it-resources/it-support.</p> <p>3. If the data are on a UAB Medicine server, contact the UAB Medicine Information Security team at infosec@uabmc.edu for assistance on how to transfer that data.</p>	
Materials & Specimens	Complete
<p>If materials such as specimens, cell lines, or reagents are to be transferred to a new institution, consult with the UAB Material Transfer Office (MTO) to determine feasibility of transfer and whether or not an MTA is needed. Email mto@uab.edu for questions.</p>	
<p>Consult with UAB IRB if you will be transferring specimens or any data from human subjects. <i>Please note that the IND and the Certificate of Confidentiality, if applicable, transfer with the protocol. See Appendix C.</i></p>	
<p>If animals remaining in inventory are to be transferred to another UAB investigator's protocol or transferred to a new institution, you must contact the Animal Resources Program to obtain approval and to complete the appropriate transfer forms https://uab365.sharepoint.com/sites/research/arp/SitePages/ProceduresForInvestigators/default.aspx.</p> <p><i>Note: Animals transferring to another institution will likely need to be placed in quarantine at the new institution, so adequate lead-time must be considered.</i></p> <p><i>Transfer of animals to other institutions requires a signed MTA. See Appendix C.</i></p>	

If materials such as specimens, cell lines, or reagents are to be destroyed, consult with Environmental Health & Safety (EHS) to arrange such actions. See Appendix B .	
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Patents & Inventions	Complete
Disclose to the Bill L. Harbert Institute for Innovation and Entrepreneurship (innovation@uab.edu) final update and data related to any previously disclosed inventions.	
Submit to Bill L. Harbert Institute for Innovation and Entrepreneurship (innovation@uab.edu) any unreported inventions.	
Provide new address and contact information for intellectual property related activities to the Bill L. Harbert Institute for Innovation and Entrepreneurship (innovation@uab.edu) patent prosecutions, licensing support, revenue distribution, etc.	
Provide point of contact for technology licensing office at new institution.	
Ensure all necessary documentation (invention disclosures, patent assignments, etc.) have been executed and, if applicable, notarized.	

APPENDIX E: IT, RECORD STORAGE, & DATA RETENTION

To be completed by an investigator intending to leave UAB.

All items listed below must be completed PRIOR to departing UAB.

NOTE: All research records generated or otherwise acquired by UAB personnel in the conduct of research and scholarly activity are the property of UAB and must remain with UAB upon departure of university personnel or students. Arrangements for taking copies of certain research records must be coordinated with department leadership prior to departure.

IT contact at new institution, if planning to move data	
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UAB –Electronic/Physical Files	Complete
Physical and electronic files containing UAB-owned research results, laboratory notebooks, data, etc. must be inventoried and securely stored by both the department and departing faculty if going to another institution. Data which are used in publications or grant submissions (whether funded or not) should be stored for a minimum period of six years after they were last cited in the literature by one of the authors. This requirement is to help ensure original experimental records are available if research allegations related to the content arise after the faculty has departed. If original data supporting the publications or grant submissions cannot be provided it is possible that articles will have to be retracted and funding returned to the sponsor. The faculty is responsible for communicating to the department which records maybe discarded. Check the records retention schedule for more details at: https://www.uab.edu/compliance/images/documents/areas-of-focus/Records-Retention-Schedule.pdf	
UAB Email	Complete
Guidance for access to UAB email and/or electronic systems beyond the end date of employment is provided in the link- https://www.uab.edu/it/home/policies/email-guidelines . For further questions, contact 205-996-5555. Regarding a uabmc.edu email account, access is terminated at the employment termination date.	
Devices	Complete
Departing faculty and departmental administration must confirm all university-owned devices, whether associated with or separate from research equipment, have been appropriately reviewed for proper final disposition (removal of licensed software and restricted data, and determination to retain or transfer).	
<i>Note: IT security restricts laptops, computers, or servers from physically being moved to another institution unless linked to equipment purchased on a grant and only after licensed software and restricted data has been verifiably removed. Departmental administration must retain verifiable documentation of removal of licensed software and restricted data.</i>	
Departmental IT support will provide guidance and assistance in deleting University-licensed software applications and/or restricted records from all computers being transferred to a new institution.	
Data Storage Sites	Complete
Internal Data Re-assignment:	Complete
If any of the data/projects/folders are to be transferred to another faculty member, please designate and work with IT to arrange transfer (askit@uab.edu). UAB data retention schedule is accessible via: https://www.uab.edu/compliance/images/Records_Retention_Schedule_with_Title_IX_section_2020-Jul-27.pdf (pages 69- 72). If the data are on a UAB Medicine server, contact the UAB Medicine Information Security team at infosec@uabmc.edu for assistance on how to transfer that data.	

External Data transfer	Complete
Does the faculty plan to transfer data from any data storage site above, and if so, which one(s)?	
Are the data associated with a grant or contract being transferred, and if so, which ones? <i>Note: Will require Data Transfer Agreement for any research data being replicated or transferred and may require specific method of transfer depending on type and amount of data.</i> Contact askIT (askit@uab.edu) and/or HSIS IT, https://www.uab.edu/medicine/home/faculty-staff/it-resources/it-support , with any technical questions on transferring data once data transfer agreement is signed and completed.	
Data Destruction	Complete
Is the faculty under obligation to destroy any data, and to whom to report to when complete?	
Data Upload	Complete
Is the faculty under any obligation to upload data to a database (e.g., GeneBank, Clinicaltrials.gov), and if so, who will help the faculty complete that task?	

APPENDIX F: SUPPORTED PERSONNEL & SUPERVISORY RESPONSIBILITIES

To be completed by an investigator intending to leave the institution with supervisory responsibilities.

It is important to communicate with the department, Human Resources, and any academic program leadership to define a plan for all personnel employed or supervised by the departing faculty. All items listed below should be completed PRIOR to departing UAB. You are required to work with your administrator and department HR manager before giving notice to any affected personnel.

Supported Personnel & Direct Reports

1. What type and how many personnel are supervised by the departing faculty member?

Faculty:	Yes # ___/	No
Post-docs:	Yes # ___/	No
Staff (managers, technicians, other):	Yes # ___/	No
Students:	Yes # ___/	No

2. If any personnel are transferring to the new institution, the departing faculty member must work with the department on a transition plan and coordinate when notice will be given to affected personnel and fulfillment of other necessary actions.

- For any personnel on an immigration VISA, notify the department and the Office of Global Engagement (ISSS@uab.edu) to discuss options for your transition plan.
- For any post-doctoral or graduate student personnel, notify the department, the Office of Post-Doctoral Education, and the Graduate School (postdocs@uab.edu and gradschool@uab.edu) to discuss options for a transition plan.

- c. Has appropriate notice been provided to affected personnel? Yes No

3. For personnel not transferring to the new institution, include in your transition plan the steps taken to identify other opportunities with UAB.

4. Post-doctoral and graduate student personnel considerations:

- The departing faculty member, affected graduate student and graduate program director should confer to determine which option to pursue and contact the UAB Graduate School (gradschool@uab.edu) for assistance with necessary procedures.
 - If the graduate student desires to receive their degree from UAB, a new mentor at UAB should be identified and the student's dissertation committee should be updated using the Change of Graduate Program Committee Form. The departing faculty member can remain on the student's committee but cannot be listed as the mentor/chair of the committee. This rule applies to students who remain matriculated at UAB, regardless of their physical location.
 - If the graduate student desires to remain enrolled in the UAB graduate program but relocate to the new institution, the faculty member should plan for paying the student's UAB tuition. Options include:

1. leaving funds at UAB or subcontracting back to UAB if sponsored agreement resources are transferred;
 2. executing a UAB Student Support Agreement through which UAB can invoice the new institution;
 3. paying the student directly and requiring the student to pay the UAB tuition bill personally.
- iii. If the graduate student plans to relocate with the faculty mentor and wishes to become a student at the new institution, the student should notify the graduate program and withdraw from the UAB Graduate School. The student should work with the new institution to determine transferability of UAB course credits and other relevant achievements.
 - iv. The departing faculty member must ensure that all evaluations, budgetary records, documents related to performance evaluation not yet recorded, correspondence containing resource commitments, and strategic and/or tactical plans are labeled and organized in hard copy and electronic files for the successor supervisor.

APPENDIX G: FOR ADMINISTRATORS

To be completed by an administrator.

Human Resources	Complete
Confirm departure with UAB Human Resources (HR) and any additional terminations required, as necessary.	
For faculty members in non-immigrant visa status (H-1B, TN, E-3, O-1): Notify the Office of Global Engagement (ISSS@uab.edu) of all departing faculty, whether resigning or being dismissed, so UAB can withdraw visa sponsorship and work authorization. Under US immigration laws, if an H-1B or O-1 employee is terminated from employment by the department before the ending validity date, the department is liable for and must offer the reasonable cost of return transportation of the foreign faculty member to his/her country abroad. Written proof of the offer must be retained by the department and communicated to HR. If the faculty member is not departing the USA, the department is not required to pay the reasonable costs of transportation.	
Equipment, Software, & Data	Complete
<i>Unspent development funds cannot be transferred to a new institution. Equipment purchased on those accounts must remain with the University. The department should closely monitor activity on development accounts 60 days before departure. Development accounts may be frozen at the discretion of the department in the event of unusual activity.</i>	
Verify that all equipment, records, and data that will be left at UAB have been received and secured.	
Verify that all electronic files containing University data have been removed/transferred to UAB from his/her personally-owned computers, hand-held devices, and electronic media.	
Verify all University licensed software from personally owned computers and mobile devices has been uninstalled.	
Verify return of University portable computer, mobile devices, pager card, etc. to department or to ITS.	
Confirm that department has access and passwords for any electronic files being left at UAB.	
Other	Complete
Confirm removal of electronic access privileges (electronic, including UAB log-in credentials).	
Verify return of all keys to department.	
Verify surrender of all departing personnel's UAB ID or ensure it is deactivated with badge office.	