

Checklist to Assist Researchers Leaving UCSB

This checklist provides important considerations for Research Data when Principal Investigators are planning to leave UCSB. Prior to the departure date, this checklist may be used to help ensure appropriate access, transfer and/or archival storage of Research Data, and to ensure that any compliance and external contract requirements are considered.

UC Research Data Policy, <https://policy.ucop.edu/doc/2500700/ResearchData>

Compliance Measure	Campus Contact for Questions
<p>_____ Address all requirements for Research Data collected from research that was externally sponsored or has contractual obligations associated with it.</p>	<p>Sponsored Projects Office (SPO) Technology & Industry Alliances (TIA)</p>
<p>_____ If Research Data was collected under a protocol approved by an ethics and regulatory oversight committee (i.e., human subjects, animal welfare, stem cell research) ensure compliance with applicable committee-approved protocols and informed consent forms.</p>	<p>Research Integrity</p>
<p>_____ Research Data related to an invention or licensed technology may have additional requirements.</p>	<p>Technology & Industry Alliances (TIA)</p>
<p>_____ Preservation or archival of Research Data</p>	<p>UCSB Library Research Data Services</p>
<p>_____ Permission to transfer Research Data to another institution or company.¹</p>	<p>Technology & Industry Alliances (TIA) Export Control (international only)</p>
<p>Other Key Considerations</p>	
<p>For studies that will remain partially or entirely at UCSB, ensure a data steward is identified for continued project access to collaborators and compliance with relevant agreements.</p>	
<p>When a study will be transferred to a new institution, identify a data steward at UCSB for archival copies of Research Data. Ensure that the data steward is given access to the original, or a copy of, all relevant storage resources used for the Research Data.</p>	
<p>Remove Research Data from any personal storage spaces, such as personal hard drives, personal Box folders, etc. ¹Permission may be required to transfer Research Data (original or copies) to the new institution.</p>	
<p>Research Data may incorporate data that was transferred to UCSB from another organization, repository, or corporation. UCSB and the PI are typically restricted from transferring this data. Allow time to seek permission to transfer the data, or to initiate a new transfer agreement between the original data source and your new institution. UCSB copies may need to be returned or destroyed prior to departure.</p>	
<p>Research Data that is the subject of any allegations of research or other misconduct, investigations, or litigation must be retained according to the instructions previously received from campus counsel or the investigation committee.</p>	