

## **Research Services**

### **Policy 09.005**

Area: Investigator separation from the university

Authority: Dean of Graduate School and Research

History: Placed into effect March 2009, revised October, 2011

Responsible Office: Office of Research Services

Investigators separating from the University shall notify the Office of Research Services as well as Office of Sponsored Programs. Close out and transfer of sponsored project funds should be coordinated with the Office of Sponsored Programs (OSP). Equipment disposition requirements should be determined and transfer of equipment purchased with external funds arranged with the Property Administration Office with procedures contained in the Property Management Manual. Ordinarily, transfer of unexpended award funds cannot be accomplished until all outstanding commitments have been charged and a final accounting is completed.

#### Office of Sponsored Programs Responsibilities

Upon notification by the departing investigator or supervisor the Office of Sponsored Programs (OSP) will conduct any necessary sponsor liaison activities and arrange for a final accounting of unexpended balances. OSP will coordinate with sponsors either the return of unexpended funds or the transfer of unexpended balances to the departing investigator's new institution.

#### Property Administration Office

The Property Administration Office is responsible for preparing any final property reports required as part of the transfer/close out process and arranging with the departing investigator's new institution for the acceptance and physical transfer of any qualifying equipment. OSP must be copied on all arrangements for disposition and/or transfer of assets and will act as liaison with the external sponsor to gain disposition instructions as required.

Contact: Director of Sponsored Programs, 910.962.3810, [www.uncw.edu/policies](http://www.uncw.edu/policies)