Student Researcher Exit Checklist

As students prepare to leave Georgia Tech (GT) due to graduation or terminating a program, it is essential to ensure a smooth and efficient transition for their research projects. This comprehensive checklist is designed to guide departing students through the necessary steps to close down their research activities at GT or to facilitate the transfer of their research to a collaborator. By following the outlined tasks, student researchers and their collaborators can ensure that all research-related responsibilities are properly addressed, thereby easing the transition for themselves and their colleagues.

These guidelines are specific to research-related tasks. Individual academic programs or research programs may customize this list as needed.

### Initial Notification & Personnel Matters

* Alert your advisor/supervisor and local/unit human resources business partner (HRBP) in writing as soon as you know about your departure. Include the last working date in your written notification.
* If you are a foreign student on a visa, consult [International Student and Scholar Services](https://isss.oie.gatech.edu/).
* Leave your contact information with the Graduate Office in your unit in case they need to contact you with questions or to forward relevant information to you.

### Compliance Activities (to be completed by student or project PI, as appropriate)

* Consult with the appropriate offices to update [IRB](https://oria.gatech.edu/irb), [IACUC,](https://oria.gatech.edu/iacuc) and [IBC](https://oria.gatech.edu/ibc) protocols.
* Complete required [RCR](https://rcr.gatech.edu/) training by relevant deadlines or prior to leaving the Institute.

### Core Facilities Access

* Alert the directors of core facilities you routinely access that you will be departing.
* Refer to the [Shared User Management System](https://sums.gatech.edu/) (SUMS) for assistance. *[this does not appear to apply to students]*

### Data Retention and/or Transfer

* Alert software platform managers of your departure and any specialized software that you have access to.
* Original data sources are owned by Georgia Tech and must remain (such as specimens and lab notebooks).

Recommended actions:

* + data and facility files backed up on a hard drive with a clear index
  + documentation of key codes/processes (e.g., student's own MATLAB scripts, CAD files, etc.)
  + documentation of how to use key resources or platforms
  + a directory of "example folders" with sample codes and data files
  + codes for generating key figures in papers

### Export Control

* If the move is international or you have international projects, alert the [export team](https://generalcounsel.gatech.edu/ethics-and-compliance/exportandtrade) of your departure.
* Review any conflicts/foreign influence/foreign engagements to determine if there are relevant IP concerns or restrictions.

### Property Control & Transfer

* Determine what equipment you are allowed and want to take with you and what equipment will remain at GT. Generally, purchases made with GT or sponsored project funds remain the property of GT.
* Transfer equipment remaining at GT to an appropriate faculty or staff member.
* Discuss with the appropriate faculty or staff member in charge of a laboratory how to transfer or discard laboratory inventory and materials.

### Sponsored Projects

* Complete final report (for work to date) for the project PI