

LEAVING UMB? TIPS FOR CLOSING OUT RESEARCH RELATED ACTIVITIES



IRB, IACUC, IBC, RSC Protocols

- Update the HRPO/IRB, OAWA/IACUC, IBC, and/or RSC of protocol status & potential future oversight of your studies



IND/IDE?

- Notify FDA



Biospecimens?

- Where will they be stored?
- Do they need to be transferred? Execute a Material Transfer Agreement (MTA) (<https://www.umaryland.edu/cct/corporate-contracts/material-transfer-agreements/>)



Data Management

- If you have collected data, determine storage & verify data retention requirements with your department
- If you need to take a copy with you, you must execute a Data Use Agreement (DUA) (<https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/>)



Clinical Trials

- Update clinicaltrials.gov record.
- A checklist if available at <https://www.umaryland.edu/hrp/for-researchers/ctgov-information/>



Grants & Contracts

- Contact ORD regarding closing out or transferring awards (<https://www.umaryland.edu/ord/>)
- Contact SPAC to close out financial reports (<https://www.umaryland.edu/spac/>)

