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| <br>University of<br><b>CINCINNATI</b><br><b>Category:</b> Administration<br><b>Policy applicable for:</b><br>Colleges, Faculty | <i>Policy Title:</i><br><b>Departure or Absence of<br/> Faculty Principal<br/> Investigator</b><br><i>Effective date:</i><br><b>07/25/2023</b> | <i>Policy Number:</i><br><b>1.9.11</b><br><b>Policy Owner:</b> VP for<br>Research<br><b>Responsible Office(s):</b><br>Office of Research |
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## Policy

To ensure compliance and safety the Office of the Vice President for Research (hereafter OoR) must be promptly notified whenever a Principal Investigator is unable to oversee work occurring under their authorizations and/or funding regardless of the reason. The Department Head shall notify OoR and College Leadership at least 30 days prior to a Principal Investigator's (PI) prolonged absence or departure. In the case of unplanned or emergency absences, notifications shall be made as soon as possible.

The Department Head shall inform the OoR of:

- 1) The identity of the proposed replacement PI, and if that proposed change is temporary or permanent
- 2) The impacted funding
- 3) The impacted safety and/or regulatory protocols and registrations (IRB, IACUC, IBC, Radiation Safety, DEA, OBP)
- 4) Any remaining regulated inventory (vertebrate animals, DEA, OBP, chemical/radioactive/biological hazards; restricted information and/or equipment)
- 5) The need to close the project and the mechanisms for managing (transfer/close/pause)

The OoR will work with the appropriate units to facilitate funding, lab, and/or protocol closures or transfers as appropriate. The academic unit is responsible for any cleanup and/or disposal of regulated inventory and/or space.