

Departure Checklist for Postdoctoral Fellows

OVERVIEW:

As appropriate for research projects, a Fellow is obligated to leave all research materials, data, and the like in a state that the project may be continued without interruption by the faculty mentor or other members of the laboratory. The fellow may make arrangements for copying appropriately de-identified research materials. Per Hospital policy, all materials (i.e. cells, reagents), property (physical and intellectual) and/or findings obtained or generated as a result of research conducted at BWH is property of the Hospital and shall not be removed from the premises of the Hospital upon a Fellow's resignation or termination.

If you have questions, please contact your department/division administrator or the OPRC at BWHOPRC@partners.org or 617 525-9323.

PRIOR TO DEPARTURE - REQUIRED TASKS:

- Submit written notification of intended departure to Principal Investigator or Lab Manager. It is recommended that a **30 day notice period** be given.
- Submit written notification to Principal Investigator or Lab Manager of the disposition of Research Records, including the location of all materials and data (electronic or otherwise), medical records, consent forms and any other recorded information related to the research conducted at the hospital.
- Complete an [Intellectual Property Certification](http://healthcare.partners.org/OGCpolicies/IPAcknowBWH.pdf)
<http://healthcare.partners.org/OGCpolicies/IPAcknowBWH.pdf>
- Read and take appropriate action regarding important information relative to leaving BWH (or transferring within Partners Healthcare) about your mailing address updates in PeopleSoft for tax purposes, medical, dental and vision insurance continuation, changes to flexible spending accounts (FSAs), Partners network, email and computer system access and rules, etc.: <http://pulse.partners.org/MailArchives/statuschanges.asp>
- RICS' email policy allows account holders to forward his/her email to an email address outside of the BWH only for a period of **60 days at a time**. After 60 days, you can renew your mail forwarding provided that you are still affiliated with BWH Research. See [form](https://rics.partners.org/index.php?option=com_staticxt&staticfile=vacation/vacation.php?do=forward&Itemid=82) :
https://rics.partners.org/index.php?option=com_staticxt&staticfile=vacation/vacation.php?do=forward&Itemid=82
- Return BWH ID Badge and any BWH keys to Lab Manager or Principal Investigator.

- Leave contact information including forwarding mail address, email and phone number with Lab Manager or Principal Investigator:
- Update your home address in the Peoplesoft system prior your last day at BWH, using the Peoplesoft Employee Self Service system. This will insure that any year-end tax forms are mailed to the correct address. <http://ibridge.partners.org>
- Complete anonymous [OPRC Exit Survey for Postdoctoral Fellows](#):



FOR INTERNATIONALS ONLY:

- Contact the Partners Healthcare System Foreign National Taxation group or Roy Sheldon at 617-724-5579 one week before your last day at BWH to review your taxation status.

UPON DEPARTURE - RECOMMENDED TASKS:

- Leave your contact information for the OPRC via the [online entry form](#):
- Join BWH OPRC's Networking and Alumni [Linkedin Group](#):
<http://www.linkedin.com/groups?gid=96676&sharedKey=704C1A3AF8B4>