

PI Departure Questionnaire

When a Principal Investigator (PI) resigns or retires from the University, there must be a plan for orderly transfer or closure of all sponsored project activities. The PI Departure Questionnaire is the first step in this process. This questionnaire is to be used by the PI and department administration to notify the Office of Sponsored Programs Administration (OSPA) of an upcoming PI separation. A PI separation is defined as resignation or retirement from the University.

The form will be posted to OSPA's website at <https://www.ospa.iastate.edu/forms>. The questionnaire will be added under the Award Documents section.

Once a questionnaire has been submitted to OSPA it will be used to review a PI's sponsored project activity. OSPA will develop a detailed list of the PI's active projects and pending proposals. The lists will be sent to the PI and department/center for input on the plan for each project.

Please note that this questionnaire may lead to interaction with various administrative units at the University. (e.g. OSPA, OIPTT Industry Contracts, Sponsored Programs Accounting (SPA))

The purpose of this questionnaire is to ensure that tasks associated with close out procedures are completed in a timely manner and will also ensure that all aspects of the PI's sponsored projects are appropriately concluded, transferred and/or terminated.

This document and resultant activity from the separation process will serve:

- To promote effective processes for termination and close out of sponsored projects;
- To comply with institutional, state, federal and non-federal sponsor guidelines regarding transfer of awards and close out;
- To enhance communication, assign accountability and responsibilities to departments, the separating PI, OSPA, OIPTT and SPA.

IOWA STATE UNIVERSITY

Office of Sponsored Programs Administration

PI Departure Questionnaire

ISU Information

PI Name *

Anticipated Departure Date *

Email Address *

Phone Number *

ISU Home Department or Center *

ISU Grant Coordinator *

ISU Grant Coordinator Email *

Is the PI a named researcher on any active sponsored awards? * Yes No

Does the PI have any active proposals that have not been awarded? * Yes No

Will the PI have Emeritus Status? * Yes No Unknown

Will the PI have Affiliate Status after departure? * Yes No Unknown

What email can the PI be contacted at after leaving ISU?

What phone number can the PI be contacted at after leaving ISU?

New Institution (if applicable)

Name of New Institution

New Institution Administrative Contact Name

New Institution Administrative Contact Email

New Institution Administrative Contact Phone Number

Additional Information

Completed by: *

Enter email address if copy of request is desired.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot reCAPTCHA
Privacy - Terms