

MOU for Departing Investigators: Roles and Responsibilities

This document aligns internal roles and responsibilities with the Required Process and Institutional Review document and the Faculty Step-by-Step Guide for the MOU for Departing Investigators. It clarifies required actions to support timely and consistent processing. This document serves as the internal operational companion to the process document and faculty guide for consistent application across units.

Departing Investigator (Primary Initiator)

Responsible for initiating the MOU process and providing complete information.

1. Notify department chair/center or institute director and unit business officer as soon as the decision to leave is made.
2. Coordinate with department and college leadership to establish a preliminary departure timeline.
3. Review all active, expired, and pending sponsored projects and discuss disposition (remain at UK or transfer).
4. Notify CGS Post-Award Manager after department and ADR notification; provide anticipated departure date and new institution.
5. Work with unit administrator to generate and review eBARS equipment inventory.
6. Coordinate with CGS, OSPA, and other required offices to complete the MOU.
7. Obtain required signatures and submit completed MOU to CGS no later than 3–4 weeks before departure.

Unit Business Officer / Administrator

Supports faculty and ensures documentation is complete and accurate.

1. Assist faculty with departure planning and timeline development.
2. Generate complete eBARS equipment inventory and support attachment to MOU.
3. Identify equipment eligibility for transfer, surplus, or sale.
4. Coordinate with Capital Assets Accounting for surplus or sale processes.
5. Assist with gathering required documentation and attachments.

Department Chair / Center or Institute Director

Provides departmental approval and oversight.

1. Discuss departure plans and research continuity with faculty member.
2. Review status of sponsored projects and confirm departmental agreement on disposition.
3. Ensure replacement PI arrangements are initiated when projects remain at UK.
4. Review and sign the MOU prior to college-level routing.

Associate Dean for Research (ADR) or Equivalent

Provides college-level review and approval.

1. Review MOU requirements and proposed timelines with faculty member.
2. Confirm college-level agreement on project disposition and equipment release.
3. Resolve college-level issues related to transfer of assets purchased with university funds.
4. Review and sign the MOU prior to submission to CGS.

Collaborative Grant Services (CGS)

Central coordinator once notified by faculty.

1. Provide faculty with list of active awards and pending proposals within five (5) business days.
2. Serve as primary central point of contact for the faculty member.
3. Review draft MOU for alignment with university records.
4. Coordinate with OSPA regarding award transfer, closeout, and MOU review.
5. Route completed and signed MOU to OSPA for final institutional review.

Office of Sponsored Projects Administration (OSPA)

Provides institutional review and approval.

1. Review MOU for completeness, accuracy, and compliance with sponsor and institutional requirements.
2. Confirm sponsor policies and approval requirements for award transfers.
3. Support sponsor communication related to transfer or closeout.
4. Obtain required institutional signatures, including Executive Director and VPR as applicable.
5. Maintain official institutional record of the approved MOU.
6. Update sponsored project account to reflect grant transfer.

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