Campus-Wide Termination Clearance Tasks
Added for Research Closeout

1. Termination Clearance Policy changed on 11/30/16, MAPP 02.04.05, found at:
   http://www.uh.edu/af/universityservices/policies/mapp/02/020405.pdf

2. For research compliance, a last bullet was added under Section V, the College/Division or Department Business Administrator Responsibilities:

   - For Research closeout, identify whether the terminating employee has any of the following:
     1) An active sponsored project;
     2) An active human subjects protocol;
     3) An active animal protocol; or
     4) Any undisclosed intellectual property.

3. Although we are in discussion with HR to add this to the electronic termination checklist, it is not ready yet. To comply with this policy, find out:
   a. Does this terminating employee have an active sponsored project?
      i. If so, email **uhpostaward@uh.edu** to inform them that the employee (Name, Empl ID) is leaving the University of Houston and has active sponsored project(s).
   b. Does this terminating employee have an active human subjects protocol?
      i. If so, email **cphs@central.uh.edu** to inform them that the employee (Name, Empl ID) is leaving the University of Houston and has active human subjects protocol(s).
   c. Does this terminating employee have an active animal protocol?
      i. If so, email **iacuc@central.uh.edu** and **aco@central.uh.edu** to inform them that the employee (Name, Empl ID) is leaving the University of Houston and has active animal protocol(s).
   d. Does this terminating employee have any undisclosed intellectual property?
      i. This should be asked to and answered directly by the terminating employee. Please reach out to them to verify.
      ii. If so, email **oipm@central.uh.edu** to inform them that the employee (Name, Empl ID) is leaving the University of Houston and has intellectual property to disclose.

UNIVERSITY of **HOUSTON** | RESEARCH