

RESEARCH DATA MANAGEMENT OFFBOARDING CHECKLIST

Leaving Brown

The purpose of this checklist is to serve as a guide for Brown researchers leaving Brown by orienting them to existing policies, guidance, and tools available at Brown for research data management, sharing, storage, transfer, and retention.

Review Brown Data Management Policies, Guidelines and Recommendations

When leaving Brown, Principal Investigators (PIs) have the right to access and take copies of research data they generated while at Brown. Students, postdoctoral trainees, and other researchers can take copies of research data they generated while at Brown with permission from their PI. Before leaving Brown, Brown researchers must give their physical lab notebooks and transfer ownership of their electronic lab notebooks (ELNs) to their PI. If a PI is closing their lab, they must transfer all research data to the department. Contact data_management@brown.edu for help making copies of physical lab notebooks and ELNs, and for help transferring ELN ownership.

- Additional Resources:

[Brown Research Data and Research Materials Management, Sharing, and Retention Policy](#)

[Research Data and Research Materials Management, Sharing and Retention Policy FAQs and Case Studies](#)

[Record Management Transition Plan for Leaving a Position](#)

[OIT Data Removal Recommendations](#)

Transfer Research Data and Materials

If applicable, transfer research data and research materials from Brown to your new institution.

Initiate a Data Use Agreement (DUA) or Material Transfer Agreement (MTA)

- DUAs address important issues such as use of data, obligations to safeguard data, liability for harm arising from data use, intellectual property and publication expectations, and privacy rights associated with transfers of confidential, sensitive, or protected data. To transfer research data, contact Brown's Research Agreements and Contracting (RAC) office to execute a DUA.
 - **To initiate a DUA request**, send a completed [DUA Request Form](#) and the agreement draft (if provided by the external party) to ResearchContracts@Brown.edu.
- MTAs govern the transfer of tangible research materials. An MTA defines the provider's and recipient's rights to the material, modifications, and derivatives and addresses issues such as intellectual property, liability, academic rights and freedoms, and confidential information, if applicable. To transfer tangible research materials to or from Brown, contact RAC to execute an MTA.

- **To initiate an MTA request**, send a description of the research materials, the purpose of the transfer, the name and contact information of the external party, and the agreement draft (if provided by the external party) to ResearchContracts@Brown.edu.
- Additional Resource:
[Research Agreements and Contracting Website](#)

Review Data Transferring Resources

- For secure transfer of large data files, please use [Brown's Globus Subscription](#).

If you are a BioMed Faculty Member, Review Biomed Research Administration (BMRA) Resource

Biomed faculty members should review the [Faculty Departure: BioMed Checklist](#).