# Research Offboarding Checklist

**Purpose:** To provide a general guide for employee/trainee offboarding and should be reviewed as an employee or trainee leaves a research group.

**Scope:** All students, faculty, or staff that conduct a research project

**Stage: Planning**

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| **Focus areas** | **Key steps** | **Reference points** [**"The Guide"**](https://www.marquette.edu/research-sponsored-programs/documents/research-data-management-plan-guide-and-tool-kit.pdf) |
| Create, refer to, or update a knowledge transfer file | ☐ Create a descriptive *Knowledge Transfer File* with relevant metadata.   * Include in the *Knowledge Transfer File* the entity responsible for future maintenance of the data | * 13.2.8 Knowledge transfer form * 10 ReadMe File Checklist * 9 File Naming Checklist * 13.2.5 Data Management Plan Tool (DMP Tool) |
| Comply with institutional, departmental, and lab policies and procedures related to data retention | Determine the length of time the data produced must be retained | * 3.10.1 Data retention types |

**Stage: Storage**

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| **Focus areas** | **Key steps** | **Reference points** [**"The Guide"**](https://www.marquette.edu/research-sponsored-programs/documents/research-data-management-plan-guide-and-tool-kit.pdf) |
| Review and organize the data | Review existing lab and departmental data storage proposals. | * Phase 4: store and manage |
|  | Review and organize data in collaborative folders so they are easily accessible to colleagues. |  |
|  | Create and/or update the ReadMe documents for each distinct dataset. | * 10 ReadMe File Checklist |
|  | Document in the *Knowledge Transfer File* the location of data related to the research. | * 3.10.1 Data retention types |
| Transfer access permissions for collaborative data to appropriate lab members or colleagues | Transfer file folder and webpage/website ownership, as appropriate. | * Phase 7: access and reuse |
| Identify data for migration to long term storage | Review data and data storage guidelines to determine if data needs to be stored in long term storage and store applicable support accordingly. | * Phase 4: store and manage * Phase 5: evaluate and archive |
|  | Ensure data not moved to long term storage is properly backed-up to prevent data loss. | * Phase 5: evaluate and archive |
|  | Document in the *Knowledge Transfer File* the location of data related to the research. | * 13.2.8 Knowledge transfer form |
| Identify data for potential deletion | Determine and discuss with the PI the deletion of duplicate or dispensable data to help reduce lab or departmental lob storage. | * 3.10.1 Data retention types * Phase 5: evaluate and archive |
| Ensure proper storage of and access to lab notebooks (physical or electronic) | Store the researcher’s lab notebook and other lab records according to lab protocol. | * 3.6.2 Lab Notebooks |
|  | Confirm the lab notebooks are accessible to appropriate team members and collaborators. |  |

**Stage: Sharing**

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| **Focus areas** | **Key steps** | **Reference points** [**"The Guide"**](https://www.marquette.edu/research-sponsored-programs/documents/research-data-management-plan-guide-and-tool-kit.pdf) |
| Review security and confidential guidelines | Review storage and dissemination guidance to ensure compliance with university guidelines. | * 13.2.5 Data Management plan tool (DMP Tool) * Phase 4: store and manage * Phase 6: share and disseminate |
| Identify publisher, funder, or institutional requirements for data sharing | Identify publisher, funder, and/or institutional requirements for data sharing and long-term maintenance. | * Phase 4: store and manage * Phase 6: share and disseminate |
| Identify which of the datasets should be deposited and shared in repositories | Identify datasets that should be deposited and shared in public or non-public repositories. | * Phase 6: share and disseminate |
|  | Confirm that data in proprietary repositories is accessible to other team members. |  |
|  | Document shared datasets in the *Knowledge Transfer File*. | * 13.2.8 Knowledge transfer form |
| Transferring data to other institutions | Consult with lead researcher/ principal investigator (PI) or department head prior to data transfer. |  |
|  | If transferring data to another institution prior to the researcher’s departure, ensure that sensitive data is securely stored, and appropriate approvals are sought/obtained from the institution the data is being transferred to. |  |