**TRANSFER IN CHECKLIST FOR NEW FACULTY WITH SPONSORED RESEARCH**

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| **Sponsored Research** | |
|  | Grant Transfers to Yale and Sub- awards to former institution |
|  | Compliance and Training (COI, PPA) |
|  | Effort Fulfillment and Summer Salary |
|  | Enrollment in 9-over-9, if applicable |
| **Equipment transfers from previous institution** | |
|  | Considerations for moving, buyouts/transfers with grants |
|  | Special accommodations once it arrives (may tie in with space/renovations) |
| **Space/Renovations (Department/Planning Office/Provost Office)** | |
|  | Lab/Office space |
|  | Temporary space |
| **Moving (Transportation Office/Provost Office/EHS)** | |
|  | Household/Office |
|  | Laboratory items |
|  | Funding, logistics, HAZMAT |
|  | Students, Postdocs, Lab Staff |
| **Lab Setup Commitments (Provost Office/Department/FRMS)** | |
|  | Equipment, other special arrangements |
|  | Core Facilities |
|  | Graduate Students |
| **Graduate Students (Grad School)** | |
|  | Transfers to Yale |
|  | Appointments as VAR’s |
|  | Arrangements for those remaining at previous institution (funding/mentoring/etc.) |
| **Staff** | |
|  | Researchers – appoint through Faculty Admin Services |
|  | Post docs – appoint through the Post Doc Office |
| **Visas (OISS)** | |
|  | PI, Students, Postdocs, Lab Staff, Family members |
| **Benefits (HR)** | |
|  | Health Insurance for students (coming to Yale but degree from former institution) |
| **IT** | |
|  | Academic Support |
|  | Research Support |
| **Other items** | |
|  | EHS Training and education |
|  | Overview of Policies and Procedures for procurement, travel, hiring |
|  | Evaluate Department Resources |
|  | Other offer letter conditions |