

SOCIAL SCIENCE FACULTY DEPARTURE CHECKLIST

Faculty's Name (Last, First, Middle)	HUID #	Date of Departure
Forwarding Address:		
New (or transitional) email:		
New (or transitional) phone no.:		

Part I checklist must be completed by faculty who are separating employment with the University. The Department Chair should retain a copy of the completed form in the faculty member's personnel file. The Assistant Dean for Social Science and the Director of Research Operations for Social Science are available to answer any questions.

Part I: Faculty Member's Responsibilities (To be completed by the departing faculty member)

30 Days from Notice Date or Sooner in order to allow adequate time for follow-up with responsible office(s)

Completed	N/A	Responsibility
		Submit formal resignation letter to the Dean of Social Science or to the Department Chair. It is preferable that this resignation letter be submitted as soon as a decision to leave is rendered. The resignation letter must include an effective end-date or last day of work, which will normally be the last day of an academic year or semester (i.e., June 30 th or December 31 st).
		Coordinate with your Department Administrator to prepare a financial plan for the use of start-up funds and other institutional commitments through the anticipated end of your appointment. Submit the financial plan to the Social Science Dean for review and approval.
		Discuss with your Lab Director, Executive Director, or Department Administrator plans and financial support for laying off research or administrative staff for which you are financially responsible.
		Submit information to Department Chair regarding changes in status of your trainees and post-doctoral fellows (transfer to other institutions or new mentors). For any students who will remain at Harvard and are supported by a stipend, identify the source of funding to support the stipend for the remainder of their course of study, the mentor of record, the lab space in which the work is to be done (if applicable), equipment to be used, and a budget for any needed supplies. In most cases, it will be necessary to maintain an account for these purposes after the faculty member's departure date. All details outlined above should be defined in consultation with the Department Chair and approved by the Dean of Social Science.
		Discuss with your Chair whether, and for how long, you will continue to need a departmental affiliation/appointment and space to complete your research, transfer grants to your new

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Completed	N/A	Responsibility
		institution, and decommission your lab, if relevant. The Dean of Science must approve the retention of departmental affiliation. Subsequent space decisions will be made in consultation with your Department Chair and the Dean of Social Science.
		Notify any University committees or boards on which you serve.
		If you plan to transfer biological or other materials, <i>e.g.</i> , DNA constructs, proteins, cell lines, animals, chemical compounds, mixtures or the like, to your future institution, contact the Office of Technology Development (OTD), so that they can identify materials that may be covered by incoming MTAs or other agreements, endeavor to secure any needed third-party consents for further transfer and, where appropriate, put in place new MTAs with your future institution.
		If you are moving biological or other materials or technology to a foreign country, contact Research Administration Services' Export Control Officer to determine whether any information or technology that you plan to take with you is export controlled and, if so, to obtain any needed export licenses.
		If you have an active Export License, please notify Research Administration Services' Export Control Officer.
		If you are transferring "sensitive", "controlled information", or "controlled equipment", contact your future institution for information regarding their transfer procedures.
		Contact HUIT for guidance and assistance in deleting University-licensed software applications and/or records that are deemed to be University property from any computers being transferred to a new institution.
		For faculty members with H-1B visas or H-1B visa status: Under US immigration laws, if the H-1B employee is dismissed (terminated) from employment by the department before the end of the H-1B expiration date, the department is liable for the reasonable costs of return transportation of the foreign faculty member to his/her country abroad. If your position is being terminated prior to the expiration of your H-1B visa, confirm with your department Chair and/or Administrator that you are departing the USA and returning to your home country so that airline tickets can be purchased at a reasonable cost.
		Contact Benefits Office to set up an appointment to discuss such issues as: <ul style="list-style-type: none"> • Continuation of health coverage under COBRA • Conversion or continuation of life insurance • Distribution of retirement contributions

If any of the following situations apply, please refer to the appropriate appendix and adhere to the recommended notification timelines.

- Serve as a PI on a sponsored award or other outside agreement. (See [Appendix A](#))
- Maintain a research lab. (See [Appendix B](#))
- Conduct human subject research. (See [Appendix C](#))
- Conduct animal research. (See [Appendix D](#))
- Have remaining start-up funds, deficit balances in non-sponsored funds, gift funds. (See [Appendix E](#))

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- Intend to transfer equipment. (See Appendix F)
- Intend to transfer data or records. (See Appendix G)
- Have inventions, patents and/or other intellectual property processing through OTD. (See Appendix H)

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Approximately 14-21 Days prior to Departure

Completed	N/A	Responsibility
		Discuss with Department the disposition of mail received by the Department after departure
		Settle any cash advances, short term operating advances (STOA's), petty cash accounts, or pending reimbursements
		If in a supervisory role, ensure that budgetary records, HR reviews, letters or emails containing resource commitments, and unit strategic plans are labeled and organized in hard copy files for the supervisory successor
		Consult with department and HUIT for retention and/or disposition of e-mail, home directory files, websites, and any other electronic materials, including all electronically-stored University data. University records and data should remain in the care of your Department or be transferred to the University archives

Approximately 1 -5 Days prior to Departure

Completed	N/A	Responsibility
		Remove all personal items from offices.
		Return ALL keys and ID badge(s) to department.
		Return all University credit cards or travel cards to department.
		Return all University items such as portable computer/cell phone/tablet/etc. to department.
		Consult with HUIT to delete all remaining electronic files containing University data or University-licensed software from your personally-owned computers, handheld devices, and electronic media.
		Return all paper documents and research materials (e.g. slides, films) containing University research data, including original laboratory notebooks/records to department and/or provide a detailed inventory in a detailed log sheet as found in Appendix J. See University Research Record FAQs .
		Contact Parking Office to schedule termination of any parking permits.
		Update any payroll direct deposit information in PeopleSoft as necessary.
		Notify payroll of any change of address during the year so W-2 tax statements can be sent in January.

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Part II – Department Responsibilities (To be completed by the department)

Faculty's Name (Last, First, Middle)

HUID #

Date of Departure

Date of physical departure (if different) _____

Approximately 30 Days from Notice Date or Sooner

Completed	N/A	Responsibility
		Give faculty member the Faculty Departure Checklist - Part I: Faculty Member Responsibilities and any checkout procedures specific to individual department.
		Meet with faculty member to prepare a financial plan for the use of start-up funds and other institutional commitments through the anticipated end date. Submit the financial plan to the Social Science Dean for review and approval.
		Explore possible appointments and exceptional PI rights with Social Science Dean and Faculty Affairs.
		Contact Social Science Dean if PI needs to retain use of space beyond appointment end date.
		Notify the following offices (if applicable) of faculty member's pending departure. Provide them with faculty name and departure date.
		Division of Science's Deans Office <ul style="list-style-type: none"> ○ Faculty Affairs ○ Office of Sponsored Programs ○ Your local EH&S Laboratory Safety Advisor ○ Institution Review Board (for human subjects) ○ IACUC & Office of Animal Resources (if there are animal experimentation protocols) ○ Office of Technology Development ○ Committee on Microbiological Safety (if there are COMS registrations) ○ Facilities/Building Operations ○
		Recommend to the faculty member that he/she meet with Benefit Services

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Approximately 14 Days from Departure

Completed	N/A	Responsibility
		Verify that all equipment, records and data that will be left at FAS have been received, documented, and secured.
		Verify that research data and lab notebook copies have been received or a detailed inventory has been provided (See Appendix J).
		Confirm with faculty member all electronic files containing University data have been preserved and transferred to FAS/department from his/her personally-owned computers, hand-held devices and electronic media and subsequently removed. Verify that department can access the electronic files.
		Confirm that the faculty member has completed the applicable items on the EHS Move Out Checklist, or that someone remaining in the department has appropriate knowledge and has assumed the responsibility for closing out the items.
		Process any non-reimbursed travel expenses through the department prior to termination date.
		Update faculty member's new address so that U.S. Mail can be forwarded
		Verify return of all Harvard property to department including: <ul style="list-style-type: none"> ○ Keys ○ ID badges, including HUID ○ University credit cards, travel cards, and PCards ○ University-owned portable computer/cell phone/pager/long distance calling card/copy card/VPN Hardware Key

After Departure

Completed	N/A	Responsibility
		Clear/change all applicable passwords and ensure access to shared drives and Sharepoint applications are deactivated.
		Return faculty member's University ID to the ID office.
		Deactivate building access and security cards.
		Cancel signature authority.
		Cancel access to the network, University Integrated System, etc. within 48 hours.
		Cancel photocopy access number.
		Clean drives for computers being reassigned.

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		Remove access to locally-maintained computer networks if no longer necessary to retain.
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APPENDIX A – Sponsored Awards and other Agreements (To be completed by a Principal Investigator on a sponsored award)

Because sponsored awards are made to Harvard University and not individuals, they must be closed out by Harvard University before they are transferred to a different Harvard Principal Investigator upon request and approval from the sponsor or relinquished back to the sponsor, terminated or, if permitted, transferred to another institution. The requirements vary but FAS typically will relinquish the award to the sponsor or other outside party (e.g., a collaborator or provider of data or materials), and the sponsor or other party may then enter into a new agreement with the new institution. Alternatively, if permitted by sponsor, FAS may transfer the award to the new institution directly. All items listed below should be completed **PRIOR** to departing FAS.

At Least 120 Days Prior to Departure

(Note that for federally-funded sponsored awards, it can take several months to transfer.)

Completed	N/A	Responsibility
		Alert your department grants management personnel and (notify OTD for ISRAs) of your intent to depart the institution and the departure date, if known, or your intent to transfer an award or agreement (including any collaboration agreements, MTAs, data-use agreements and the like and/or data or materials received under such agreements) to another institution. <i>Please be aware that Harvard's ability to transfer any agreement to your new institution is contingent upon the prior written approval of the sponsor or other organization with which Harvard has made the agreement as well as your new institution's ability to accept the terms and conditions of that agreement or to negotiate and sign a new agreement on your behalf.</i>
		In collaboration with department grants management personnel, review list of current sponsored awards on which faculty member is PI or listed as Key Personnel. Determine how each award where the faculty member is PI, will be handled (transfer to new institution, assign new Harvard PI, terminate award). Determine if requests/notifications need to be submitted to sponsors in cases where the faculty member is listed as Key Personnel.

For awards that will stay at Harvard University

Completed	N/A	Responsibility
		Work with Research Administration Services staff, FAS faculty member, and OSP to assign new PI and submit a request to the sponsor where required.
		If you plan to continue to be involved in research, determine appropriate arrangement for collaboration (new Harvard appointment, subaward to new institution, etc.)

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For awards that will be transferred to the new institution

Completed	N/A	Responsibility
		Share RAS and OSP or OTD (in the case of an ISRA, industry collaboration agreement or MTA) contact information with the institution to which you intend to transfer your awards or ISRAs and share their information with OSP, RAS, and/or OTD.
		Complete and submit final invention statements to sponsor and OTD as required, also see Appendix G .
		Ensure that all required reports of invention, progress reports and final reports have been prepared and submitted to sponsor or to OTD (in the case of an ISRA, MTA or industry collaboration agreement). <i>OTD prefers that investigators submit reports of invention, manuscripts and reports to OTD, rather than directly to the corporate sponsor.</i>
		Request that your department administrator prepare a relinquishing statement or similar sponsor document for any governmental or foundation awards. He/she will work with RAS/OSP for final approval. In the case of an ISRA, industry collaboration agreement or MTA, this request should be submitted to OTD.
		Prepare request to sponsor as required for the transfer of any equipment. See Appendix F .
		Ensure that all original documents are given to the appropriate departmental administrator and inform that administrator about any copies of documents that will be leaving the University.
		If transferring an award ensure that RAS/OSP has an up-to-date copy of all required reports. In the case of an ISRA, industry collaboration agreement or MTA, provide such information to your Director of Business Development in OTD.
		Notify any subrecipients in writing that the award will be transferring, with a copy of your communication to OSP. If you have a Certificate of Confidentiality, notify the issuing office of your new institutional affiliation.

Financial & Effort Reporting Responsibilities

Completed	N/A	Responsibility
		With the help of the appropriate administrator, prepare budget for remaining months at the University and ensure that sufficient funds are retained at the University to cover any outstanding balances. This step must be completed prior to the preparation of a relinquishing statement or similar sponsor document for the transfer of the award, as mentioned above. He/she will work with OSP (or, in the case of an ISRA, OTD) for final approval.
		Review and approve final expenditures made to sponsored award(s).
		Resolve any outstanding financial commitments and budget deficits.
		Ensure all your effort commitments on sponsored research projects are reviewed and handled by the appropriate tub level offices, i.e. Faculty Affairs and Research Administration Services Tub Effort Coordinator.

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		<ul style="list-style-type: none"> • If you have effort commitments that will not be met by your departure date, work with Faculty Affairs, Office for Sponsored Programs and Research Administration Services to develop a plan to ensure sponsor requirements are met. • If you have effort commitments on awards that will remain here at Harvard, work with Faculty Affairs, Office for Sponsored Programs and Research Administration Services to reduce the effort commitments or transfer the award to an authorized, named PI.
		Review ecrf for effort certification statements. If inaccurate, correct. Once statements are correct, print for the faculty member to manually certify before their departure.
		Contact department grants manager/faculty effort coordinator to make arrangements to review and certify final effort reports for you and your lab personnel.

Material Transfer Agreements (MTA)

Completed	N/A	Responsibility
		Coordinate with OTD staff to identify materials covered by existing material transfer agreements.
		Review terms of MTA and ensure materials are handled accordingly. Materials to be transferred to another institution will likely require a new MTA to be processed between the providing entity and the receiving entity.
		Before materials are transferred permission must be granted by the provider. <i>Please be aware that there is no obligation on the part of any provider to grant permission for a given transfer.</i>

Non-Disclosure, Confidentiality, or Data Use Agreements

Completed	N/A	Responsibility
		Coordinate with OSP or OTD staff to identify information covered by existing non-disclosure, confidentiality, or data use agreements.
		Review terms of agreements to ensure that any information provided is handled accordingly. Information to be transferred to another institution will likely require a new agreement to be processed between the providing entity and the receiving entity.
		Before provided information is transferred, permission must be granted by the provider. <i>Please be aware that there is no obligation on the part of any provider to grant permission for a given transfer.</i>

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APPENDIX B - RESEARCH LAB/HAZARDOUS MATERIALS

(To be completed by an Investigator responsible for decommissioning the laboratory)

Because laboratories often contain hazardous materials, equipment, and other supplies obtained through several sources, coordination and care must be taken when either decommissioning a lab or transferring some or all of the contents to another institution. To fully comply with health, safety, and ownership requirements, the following actions may be required. All items listed below should be completed **PRIOR** to departing FAS.

60 - 90 Days Prior to Departure Date

Completed	N/A	Responsibility
		Alert your Department Administrator, Director of Research Operations, and EH&S (as specified below) of your intent to decommission your research laboratory.
		Contact the Assistant Director of Science Operations to return all prescription drugs, controlled substances, logbook, and keys to narcotics cabinet(s). These materials CANNOT be transferred to your new institution.
		Contact the Division’s Capital Assets Manager to make the necessary arrangements for disposal or transfer of equipment. For transfer requirements – see Appendix F .
		If the lab contains hazardous materials (chemical, biological, radiological, etc.) ensure all are clearly identified so that materials can be properly classified and safely packaged for disposal or transfer. EH&S can assist with removal or disposal of chemicals, biological materials, “sharps”, all radioactive materials and related samples/specimens, and unknown/unidentified containers.
		Notify EH&S if you plan to ship or transport any chemical, biological or radioactive hazardous to another institution. They will provide you with required regulations and procedures for shipping or transporting materials (even dry ice!) that might be considered hazardous. Understand that shipping or transporting hazardous materials may have additional requirements.
		Unwanted items MUST be decontaminated. Contact EH&S with any questions, and see Move Out guidance on EH&S web site: http://www.ehs.harvard.edu/programs/lab-closeout-decontamination . Completion of a “Certificate of Decontamination” may be required by the movers and/or facilities/building operations.

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APPENDIX C - HUMAN SUBJECTS RESEARCH

(To be completed by an Investigator working on a human subjects protocol)

It is imperative that proper steps be taken with regard to the disposition of human subject protocols prior to departure from the University. All items listed below should be completed **PRIOR** to departing FAS.

60 - 90 Days Prior to Departure

Contact the appropriate IRB overseeing study protocols to identify open study protocols and provide IRB with departure date. Principal Investigator must complete Section I for each protocol for which he/she is responsible.

SECTION I

Completed	N/A	<i>Projects to be Transferred</i>
		Assess transferability of research to new institution (e.g., geographic proximity for human subjects, etc.)
		Submit application through new institution's IRB as soon as possible.
		Submit management plan for any currently enrolled research subjects (e.g., withdrawing subjects from research who do not wish to be transferred to the new institution, etc.) to IRB (University-Area or Longwood as applicable) with request for study closure.
		Consult with IRB, if you will be transferring health information from subjects.
		Consult with new institution on obtaining Certificate of Confidentiality, if required.
		Request study closure in ESTR once approval is secured at new institution.
Completed	N/A	<i>Projects to be Retained at FAS</i>
		If you will remain the PI on the project, ensure any revised visitor or adjunct appointment is recognized by the IRB as having PI status or obtain a faculty sponsor.
		If a new PI will be appointed at FAS, work with Department. In the case of an ISRA or industry collaboration agreement, with OTD, to identify new PI. <i>Special considerations for Industry Sponsored Research – Industry sponsor has final approval over change of PI and/or Institution, and will modify any Clinical Trial agreement.</i>
Completed	N/A	<i>Projects to be Terminated</i>
		Request study closure in ESTR .

Sub-Investigator must complete Section II for each protocol on which he/she is a participant. See next page.

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SECTION II

60 - 90 Days Prior to Departure

Completed	N/A	Responsibility
		If you will continue to work on the protocol after you leave FAS, notify the Principal Investigator and IRB to request the necessary modifications to the project in ESTR .
		Obtain IRB review from your new affiliation and submit documentation to Harvard University-Area IRB, or submit one of the following if acceptable by both the relying and the reviewing parties: <ul style="list-style-type: none">○ Individual Investigator Agreement (IIA) if your new affiliation is not a Federal-wide Assurance (FWA)-holding institution.○ Institutional Authorization Agreement (IAA) Request whereby your new affiliated institution would cede review to Harvard University-Area IRB

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APPENDIX D - ANIMAL RESEARCH

(To be completed by an Investigator using animals research subjects)

Please ensure that proper steps are taken with regard to the disposition of animal subjects prior to departure from the University. All items listed below should be completed prior to departing FAS.

90 Days Prior to Departure

Completed	N/A	Responsibility
		Send written notification to the IACUC and the OAR informing them of your intent to leave the University. The notification must include: exact date of departure, date of termination of protocols, intended disposition of any remaining animals, and new contact information. If closing a protocol, contact iacuc@fas.harvard.edu .
		If you intend to transfer any animals remaining in inventory to another investigator's protocol or have the animals transferred to the new institution, you must contact OAR to obtain approval and to complete the appropriate transfer forms. Note: Animals transferring to another institution will likely need to be placed in quarantine, so adequate lead time must be taken into account.
		If you plan to continue collaborative research with another qualified FAS faculty member, the collaborating FAS faculty member must agree to accept PI responsibility for the IACUC protocol and any ongoing research and animals in inventory. The departing faculty member's protocol must be formally transferred to the new responsible faculty member. A request must be submitted to iacuc@fas.harvard.edu .
		If you have received any animal tissue under an MTA, please contact the Office of Technology Development for assistance in obtaining the provider's consent to transfer the animal to your new institution.

30 - 60 Days Prior to Departure

Completed	N/A	Responsibility
		Verify that animal-related equipment and supplies have been disposed of or have been removed from the animal facilities in accordance with applicable policies. Failure to adhere to these procedures will result in (1) any expenses, including per diems, being billed to your department chair for the recovery of costs incurred and/or (2) euthanasia of animals at the discretion of the IACUC.

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APPENDIX E – FINANCIAL/ REQUIREMENTS

(To be completed by a Faculty Member regarding outstanding non-sponsored funds issues)

In many cases faculty will have unresolved financial issues or gifts and other funds that they would like to take with them when they leave the University. The ownership and permissions associated with these items may be unclear. It is best to clarify these issues prior to your departure or the transfer of these items. All items listed below should be completed **PRIOR** to departing FAS.

30 Days Prior to Departure

Completed	N/A	Responsibilities
		Coordinate with Department Administrator to resolve any deficit balances in any non-sponsored funds under your responsibility (e.g., recharge centers, core facilities, support funds, etc.)
		Coordinate with your Departmental Administrator to prepare a financial plan for the use of start-up funds and other institutional commitments through the anticipated end of your appointment. Submit the financial plan to the Science Dean for review and approval.
		Discuss with your Department Administrator plans and financial support for laying off administrative staff in your lab group.
		Determine eligibility of gift or designated unrestricted funds for transfer to another institution.

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APPENDIX F – EQUIPMENT TRANSFER

(To be completed by a Faculty Member who would like to transfer equipment)

In many cases faculty will have equipment they would like to take with them when they leave the University. The ownership and permissions associated with the equipment may be unclear. It is best to clarify these issues prior to your departure or the transfer of these items. All items listed below should be completed **PRIOR** to departing FAS.

30 Days Prior to Departure

Completed	N/A	Responsibilities
		If a Faculty Member is leaving Harvard to join another institution and would like to take capital equipment, please contact the Department Administrator or the Division's Capital Asset Manager for an updated inventory of capital equipment assigned the laboratory.
		Download the Capital Equipment Transfer Checklist, which outlines external transfer procedures: http://sciequip.fas.harvard.edu/files/fas_equipment/files/capequip_transfer_checklist_02.15.2017.pdf
		Contact the Division's Capital Asset Manager with any questions regarding equipment transfer, donation, sale, or other form of disposal.
		Contact the Research Administration Services' Export Control Office to ensure there are no export licensing requirements.

Please note that all furniture and furnishings remain the property of FAS. Furniture will be reassigned by the Department Administrator/FAS Furniture Manager/Building Manager.

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APPENDIX G – PATENTS/INVENTIONS

(To be completed by a Faculty Member who has patent or invention activity)

In order to ease your departure, it is important to communicate with OTD regarding any potential issues that may arise related to your patents and/or inventions. All items listed below should be completed **PRIOR** to departing FAS.

30 Days Prior to Departure

Completed	N/A	Responsibility
		Report any unreported inventions to OTD.
		Execute any formal documents (assignments or declarations and the like required for Harvard to prosecute any new or existing patent applications).
		Provide OTD with your future contact information, both to enable ongoing patenting and licensing activities, and to facilitate delivery to you of any future royalty payments.
		Discuss with OTD any terms of existing licenses or other industry agreements that might be relevant to your future work.

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APPENDIX H – TRANSFER DATA, RECORDS OR OTHER ITEMS

(To be completed by a faculty member intending to transfer materials to another institution)

In many cases faculty will have data or records that they would like to take with them when they leave the University. The ownership of these items may be unclear. For more information about the disposition of records, please see the Harvard University General Records Schedule (<http://grs.harvard.edu>). It is necessary to clarify these issues prior to your departure or the transfer of these items. All items listed below must be completed **PRIOR** to departing FAS.

30 Days Prior to Departure

Completed	N/A	Responsibility
		If you will be transferring data or related-research records, please see the Retention of Research Data and Materials Policy and related FAQs <i>Administrative records from your time at FAS regardless of format may be considered University records. Please contact your departmental administrator for information on disposition.</i>
		If you have Harvard-conducted lab notebooks, please provide copies to the Department and/or provide a detailed inventory as seen in Appendix J.
		If any of your records relate to inventions on which OTD has sought patent protection, please ensure that OTD is aware of the location of those records, in case they should need access to them in connection with your patents.

