There are several research administrative offices that are available to assist in making the transition to UF as efficient and seamless as possible. Please review the guidance document below to identify the type of research projects you have and the resources available to you. Do not hesitate to contact us directly for assistance.

1.) Visit the Office of Research Website to access the following web-based form for your incoming PI:
   b. Complete and submit the form. Identify and include a knowledgeable departmental contact who will be available to answer questions regarding the research projects of the incoming PI.

2.) Arrange a meeting with our program director Gary Wimsett to discuss any potential financial conflict of interest or outside activities to report:
   a. Visit the UF Conflict of Interest Program website (coi.med.ufl.edu)
   b. Take the Financial Conflict of Interest (FCOI) Training on PHS Projects.*
   c. Call 352-273-7508 to schedule a meeting.

3.) Will the PI work with Human Subjects and/or Animals?
   a. If they will work with Human Subjects and biomedical research, see the IRB-01 website (http://irb.ufl.edu/irb01/irb-01/trainreq.html) for mandatory training requirements and other important information. If your PI would like to meet to discuss their studies with the IRB, call 352-273-9600 to schedule a meeting with Dr. Peter Iafrate or Sherri Mizrahy.
   b. If they will work with Human Subjects and Social Behavioral Educational Research (SBER), see the IRB-02 website (http://irb.ufl.edu/irb02.html) for information and applicable forms. If your PI would like to meet to discuss their study, call 352-392-0433 to schedule a meeting with Dr. Ira Fischler, Chair.
   c. If they will work with Human Subjects and have Medical Services* (http://rac.med.ufl.edu/preparation/rac_dsr_irb/rac/), see Research Administration & Compliance (RAC) website* (rac.med.ufl.edu) for mandatory training* (http://rac.med.ufl.edu/training/certification/rac810/) and RAC submission* (http://rac.med.ufl.edu/preparation/rac_dsr_irb/rac/) requirements. If your PI would like to meet to discuss their active studies and the RAC requirements, call 352-273-5398 to schedule a meeting with your RAC liaison and Edy Zettler, Assistant Director, Education and Training Programs.
   d. If they will work with Animal Subjects, see the IACUC secure website* (https://iacuc.ufl.edu/) for mandatory training requirements and other important information. If your PI would like to meet to discuss their studies with IACUC, call 352-273-9535 to schedule a meeting.

4.) Does the PI have any Human Subjects studies in ClinicalTrials.gov?
   a. If yes, please contact Jane-Ann Norton (352-294-5189) or Protocolregistry-l@lists.ufl.edu for assistance in transferring the protocol record to the University of Florida.
   b. To set up a New User Account to manage the protocol record, please contact the ClinicalTrials.gov team at Protocolregistry-l@lists.ufl.edu.
   c. For additional information regarding study registration on ClinicalTrials.gov see Research Administration & Compliance (RAC) website* (rac.med.ufl.edu).

5.) Does the PI have any active Contracts or Agreements (including CDA/NDA’s) for funded or potentially funded studies which will be transferred to UF? If so, the prior institution must agree to transfer the work to UF. Once they approve, contact the Sponsor to inquire about moving the study or potential study to UF.
   a. For CDA/NDA’s:
      i. Be sure to ask the PI if they have any active CDA’s/NDA’s that they plan to transfer to UF. Provide that information to RAC
ii. The CDA/NDA will need to be re-negotiated with the potential Sponsor to include UF as the location and as the party of the CDA/NDA. This is to ensure that all confidential information is handled appropriately when the PI arrives at UF.

b. For Contracts and Agreements that are already funded with the previous Institution:
   i. Be sure to ask the PI if they have any active contracts or agreements that they plan to transfer to UF. Provide that information to RAC.
   ii. Obtain letter or email from the Sponsor stating their willingness to move and continue the Study here at UF.
   iii. Obtain letter or email from the prior institution that they agree to move the Agreement.
   iv. See DSP’s contracting triage organizational chart for information on which office will negotiate your contract with the Sponsor.
   v. Confirm if the Contract or Agreement involves Medical Services as defined here*
      (http://rac.med.ufl.edu/preparation/rac_dsr_irb/). If yes, RAC will negotiate the Contract or Agreement for you. Make sure to complete the appropriate Research Billing Compliance forms* (http://rac.med.ufl.edu/forms/rbc_forms/) to expedite RAC review/negotiation.
   vi. If your PI would like to meet and discuss their active contracts or agreements, call 352-273-5398 to schedule a meeting with your RAC liaison and Anthe Hoffman, Assistant Director of COM-Gainesville Clinical Trials.

6.) Will the PI have any Pending Grant Awards or Active Grants that will be transferring to UF? If so, a UF Proposal should be developed using UFIRST. Be sure to obtain the following:

If for NIH Awards:
   a. Relinquishing Statement from PI’s previous institution.
      i. The remainder of direct funds should equal the initial year of transfer.
      ii. This statement needs to be signed by the signing official from the previous institution.
   c. Face Page: Year 1 budget section should match the relinquishing statement dollar amounts.
   d. Project Start Dates should coincide with supporting documents. (i.e.; NOA/NGA, Relinquishing Statement, or documentation from the Sponsor’s Program Officer).
   e. A copy of the “NGA” Notice of Grant Award, from the original award.
   f. The budget for the initial year, the total years detailed budget, budget justification, and PHS checklist (to show IDC breakdown).
   g. Scope of Work- This could be from the abstract or resources pages.
   h. Proposal should be developed using UFIRST.
      i. Signed FCOI (http://research.ufl.edu/faculty-and-staff/forms.html) for all UF key Personnel from UF.

All other Awards:
   a. Seek instruction from the Sponsor’s Program Officer. This could come in the form of an email, letter, or some other formal communication from the Sponsor or Program Officer dictating what they need from UF to complete the request. Use their instructions as a guide to the forms needed from UF to transfer the grant.
   b. Documents may include:
      a. Email or letter from prior institution relinquishing the award.
      b. Scope of Work- This could be from the abstract or resources pages.
      c. The budget for the initial year, the total years detailed budget, budget justification.
      d. Proposal should be developed using UFIRST.
*Access:

Accessing some UF websites from home or off campus will require the use of a UF approved Virtual Private Network (VPN) Client. You must log in to one of the VPN Clients before accessing sites while you are off campus.

To use the Campus VPN:

a. Go to [VPN Client](https://vpn.ufl.edu)
b. Enter your GatorLink username and password
c. Follow the prompts and instructions
d. If you do not have a GatorLink account at this time, please work with your department on-boarding liaison to obtain the necessary forms or documents from these websites.