

## Departing HMS Researcher (HSR) Intake Form

In general, departing employees are ineligible to continue access after departure; however, in certain cases, researchers that are imminently leaving their positions and need extended access to finish up a publication may qualify for HSR Departing HMS Research status. Please see [HMS HSR](#) to whom this exception applies.

If qualified, complete this form to grant appropriate HSR status to the departing researcher.

### Departing Researcher Information:

Last Name:

First Name:

Harvard ID:

Personal email:

Phone number/Cell:

HSR Period Start Date:

HSR Period End Date:

(Departing Researchers are allowed up to 1-year HSR status, no extensions will be granted beyond 1 year.)

Where will you be physically located during the collaboration:

Emergency Contact:

Emergency Contact Phone:

### HMS Sponsor Information:

HMS Sponsoring PI Name:

HMS Sponsoring PI email:

Does the HMS Sponsoring PI have a financial or outside interest (co-founder or equity) in the Departing Researcher's employer [COI Policy](#)? Yes                      No

(If Yes, consult with the Office for Academic and Research Integrity [Outside Activities Team](#) before the HSR is approved.)

### Departing Researcher Employer Information:

The departing researcher will not be employed after leaving HMS and does not currently have future employment secured.

Departing Researcher will be employed or appointed full-time by \_\_\_\_\_ (Home Institution- Non-HMS) in the position of \_\_\_\_\_ and has been employed or appointed by the Home Institution in this capacity since, or will begin employment on, \_\_\_\_\_ (date).

Is the Employer a    "For Profit"            "Not-For-profit company"

Home Institution Supervisor or Dept. Chair Name:

Home Institution Supervisor or Dept. Chair Email:

Home Institution Supervisor or Dept. Chair Phone :

Home Institution website:

Does the Departing Researcher have any active affiliations (appointment or employment) with any other institutions besides the employer listed above?                      Yes            No

If yes, please list the full names of the Institutions: \_\_\_\_\_

## Project Details:

Name of HMS Project(s) related to this collaboration:

Associated HMS Sponsored Fund # related to this collaboration:

List publication in process:

List estimated date of submission:

## Offboarding expectations:

Full offboarding creates a clear, fair, and documented transition from employee to non-employee, protecting both the individual and the lab while preventing default access.

- **Confirm role transition:** Document the end of the employment role, even if limited access will continue.
- **Transfer responsibilities:** Assign all projects, protocols, and decision-making authority to an active employee.
- **Confirm handoff is complete and documented:** Review and close access, end employee-level access to lab spaces, data, systems, and resources.
- **Ensure compliance:** Verify that all ongoing work is performed by individuals who meet institutional employment requirements and are properly compensated. Confirm alignment with labor and pay regulations.
- **Communicate expectations:** Clearly document what access, responsibilities, and privileges remain—and what do not.
- **Apply consistently:** Use the same offboarding process for all departing employees to ensure fairness, consistency, and transparency which includes the following components:
  - **Transfer of work and knowledge:** All ongoing projects, protocols, and responsibilities are formally transferred to another designated lab member to ensure continuity.
  - **Experiments and research materials:** Active and planned experiments are clearly documented and handed over. All samples, reagents, and related materials are either transferred to another lab member or disposed of in accordance with EHS guidelines.
  - **Data and records management:** Research data, documentation, and records are managed according to HMS data management offboarding guidelines to ensure compliance, accessibility, and long-term stewardship.
  - **Email and digital files:** The exiting individual's email is fully backed up according to their needs and lab requirements. Dropbox files are moved from the individual's assigned HMS personal Dropbox to a designated team Dropbox to ensure continued lab access.
  - **Equipment and property:** All lab equipment, keys, ID badges, and any other lab-owned or institution-issued property are returned to the lab.

Each department might have additional offboarding requirements that should be followed as well.

## Departing Researcher Access:

### Office 365 Email

HMS email should not be extended unless there is a legitimate Harvard business reason to do so. If email is being extended, it should only be used in minimal capacity for communication with the Sponsoring HMS PI and not for any personal or non-Harvard business needs.

If Email is being extended, please add the "legitimate Harvard business" need for the extension

### School-specific Active Directory (HMS ID) ([IT services by credentials](#))

List IT systems (e.g. O2, RedCap):

**Campus Status:**  Fully Remote

On Campus access for infrequent and incidental visits for re-analyzing data sets should be provided through a guest pass. (When a Departing Researcher will physically be accessing HMS or Harvard Space a(Risk and Release) will need to be signed.

**Library access:** Access to E-Resources is available to anyone sponsored in the [Research Collaborator HSR role](#)

## Additional Routing:

HMS Departing Researcher's abroad: If the HMS Departing Researcher HSR will be located outside of the US for any part of their HSR designated time, the HSR Sponsor or Sponsor delegate **must** separately send this form to ORA at [ORA](#) for a [Foreign Component assessment](#), and [Restricted Party](#) review. **The HSR role may not be processed or approved until ORA has completed these reviews.** Upload ORA's review outcome and approval documentation in the HSR portal for this HSR record.

**Administrative Requirements in the HSR portal:**

- Sponsor into HSR role type: **Research Collaborator**
- Update Role title to: **Departing Researcher**
- Upload the following form(s) into the HSR portal:
  - Departing HMS Researcher (HSR) Intake Form (save a copy in the local department files)
  - ORA documentation of Foreign Component, Export Control and Restricted Party review for any foreign-based HSRs

**Note in “comments” section of HSR portal:**

- Is the PA Signed in GMAS? Yes          or          no
- If Email is being extended, please add the “legitimate Harvard business” need for the extension (This should be copied from the information entered in the Administrative Requirements in the HSR Portal Section of this form)

**Reminders:**

- The Departing Researcher role is not intended for individuals who are performing work for HMS/Harvard or are earning academic credit through HMS/Harvard or their Home Institution.
- Departing Researchers are strongly encouraged to notify their current employer that they are collaborating with Harvard/HMS and to ensure they are following all rules, policies and requirements of their current employer or visa.
- Sponsors are accountable for the appropriate use of Harvard services, systems, and facilities.
- Departing Researchers must comply with all HMS and Harvard policies including, but not limited to HMS’s Research Policies, Integrity in Science Policies and Other Policies applicable to participation in research or presence on the HMS or Harvard campus.
- Access the Harvard [University HSR Policy](#) here.
- All publications must follow the [Harvard Medical School Authorship Guidelines](#).
- HMS IT provides support for transferring or sharing [large volumes of data with collaborators](#).

**HMS Departing Researcher Notice – Nature of Relationship to Harvard/HMS:**

- **Status**  
The Departing Researcher is not, and will not be, an employee, agent, or appointee of HMS or Harvard, and will not represent themselves as such. During the collaboration period, the Researcher will remain an employee, agent, or appointee of their Home Institution.
- **Compensation**  
The Departing Researcher will not receive wages or benefits from HMS or Harvard for this collaboration or any related work. The Researcher understands that no offer of employment from HMS or Harvard has been made.
- **Duration and Departure**  
The Departing Researcher can stay for up to a one-year term, no renewals. If, however, the publication was completed prior to the one-year term, the HSR role should be terminated at the point where there is no longer any Harvard business need.
- **Changes in Employment or Physical Location**  
In the event that the Departing Researcher’s employment or appointment with the Home Institution terminates during the term of this role, or the Departing Researcher’s physical location changes to a location outside the United States or to a different non-U.S. country during the term of this role, the Departing Researcher shall promptly provide written notice to HMS and/or the Harvard HSR Sponsor and/or the Department Administrator.
- **Policies and Eligibility**  
During the term of this role, the Departing Researcher must comply with all HMS and Harvard policies and procedures. Failure to do so may result in termination of access. The Departing Researcher is responsible for ensuring their employer is aware of this collaboration and that their visa status, if applicable, permits collaboration with Harvard.

Signature of HMS Departing Researcher

Signature of HMS Sponsor

\_\_\_\_\_  
Date:\_\_\_\_\_  
Date: