SoMS Research Data Management

Version 1.1

Exit Checklist

|  |  |
| --- | --- |
| **Faculty/School/Group:** |  |
| **Laboratory Location e.g.****building number:** |  |
| **Floor/Room Number:** |  |
| **Name of Staff/Student:** |  |
| **zID:** |  |
| **Supervisor’s Name:** |  |
| **Final Date at SoMS:** |  |

* Outputs of research undertaken by all staff and students in SoMS, irrespective of whether it was generated internally or externally, must be placed in a secure UNSW network folder that is accessible to your immediate supervisor.
* This form must be signed off by your supervisor and returned to the Lab Manager prior to completing the standard exit checklist for staff/students (SoMS\_HS\_019).

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| --- | --- | --- | --- | --- |
| **Research Data** | **Applicable****Y/N** | **Responsibilities/****Access Transferred****Y/N** | **Supervisor** | **Comments** |
| **Hardcopy Research Data** (e.g. laboratory notebooks, filed results/print-outs etc.) |  |  |  |  |
| **Shared Drives:** All relevant data on shared drives must be stored on an appropriately secure UNSW network folder which is accessible by your supervisor*. Do not place personal files on these drives*. |  |  |  |  |
| **External Drives:** All relevant data on external drives (e.g. hard drives, cloud systems, Dropbox, OneDrive etc) must be moved to an appropriately secure UNSW network folder which is accessible by your supervisor.  |  |  |  |  |
| **Local Drive:** All research data on the local drive must be moved to an appropriately secure UNSW network folder which is accessible by your supervisor. *Personal data (e.g. files, music etc.) must be removed from the local drive.*  |  |  |  |  |

I certify that all research data is placed in a secure UNSW network folder that is accessible by my immediate supervisor.

|  |  |
| --- | --- |
| Name: | Date: |
| Supervisor: | Date: |

**Return form to Lab Manager**. Lab Manager to email details to MED SOMS ADMIN (soms.info@unsw.edu.au), subject: “Exit: <name of person>”