Investigator Transfers

Policy

An HHMI Investigator is eligible to request to transfer from his or her HHMI host institution to another institution as described in this policy. The policy applies to a transfer from the HHMI host institution at which the Investigator is initially appointed as well as to all subsequent transfers.

**Eligible Institutions.** A list of institutions to which an Investigator may request a transfer can be found here: [HHMI’s list of eligible institutions](#). HHMI reviews and periodically revises this list. The version of the list at the time of an Investigator’s transfer request applies throughout an Investigator’s transfer process. If the proposed eligible institution is not a current HHMI host institution, the proposed institution is required to execute a host collaboration agreement with HHMI before final approval of the transfer by HHMI’s Vice President and Chief Scientific Officer.

**Review and Approval of Transfer Request.** Each transfer request must be reviewed and approved by the Vice President and Chief Scientific Officer. A decision on the transfer will be made after a careful review of relevant facts and circumstances and the materials that are required to be submitted by the Investigator as set out below in this policy. HHMI will take into account the Investigator’s record of scientific achievement and plans for future research, as well as the impact of the research environments at the current and proposed new institutions on the Investigator’s research program.

**Eligibility and Timing.** Following consideration of the transfer request, an Investigator who has had at least one scientific review and completed their first full term is eligible to transfer. For an Investigator in their first term, the request can be initiated in advance of the Investigator’s first scheduled scientific review, however, the effective date of the approved transfer must be after the appointment term date set in the Investigator’s appointment letter.

After an Investigator’s initial transfer, for any subsequent transfer there must be at least seven years from the faculty appointment start date at the institution to which the Investigator has transferred and the faculty appointment start date at another institution.

An Investigator who would like to transfer in advance of their initial scientific review and completion of their first full term may request an early scientific review after five years. The request for a transfer can be initiated in advance of the scheduled early review, however, the effective date of the approved transfer must be after the scientific review. In the case of an early review requested by an Investigator, the first day of the month following the Investigator’s scientific review will mark the beginning of a new appointment term (renewable or non-renewable) regardless of any remaining balance on the Investigator’s initial term and regardless of the effective date of the transfer.

After all of the transfer requirements are satisfied and the effective date of the transfer is set, HHMI will send the Investigator final approval of the transfer. If an Investigator chooses not to go through with a fully-
approved transfer, the Investigator may not apply for another transfer until at least seven years from the date
the incomplete transfer was approved by HHMI.

Except as described below, all other terms and conditions of the Investigator’s HHMI appointment will
continue to apply at the new institution.

**Additional Requirements Applicable to Investigator Transfers:**

1. An Investigator transfer cannot receive final approval until there is a fully executed host
collaboration agreement in place at the institution to which the Investigator wishes to transfer.

2. An Investigator will not receive final approval from HHMI and cannot transfer until HHMI receives
written confirmation from an institutional official such as a Dean or equivalent that the appointment
as a tenure-track (or equivalent) faculty member at the new institution has been approved with no
contingencies as of the effective date of the transfer.

3. An Investigator in a non-renewable, phase-out appointment may request a transfer but only if the
move will be completed at least 12 months before the end of the Investigator non-renewal
appointment. For additional details see HHMI’s Investigator Phase-out and Gift Options Policy.

4. The Investigator’s salary at the new site will be based on HHMI’s lab head salary structure, which
takes into account geographic region among other factors. If the location of the proposed institution
dictates a lower salary on the salary structure, the Investigator’s salary will not be reduced at the time
of transfer but will remain unchanged until such time as an increase is warranted based on the salary
structure for the new location.

5. A Janelia Group Leader or Senior Group Leader who leaves Janelia for an Investigator appointment
at an HHMI host institution becomes subject to the requirements of this policy on the effective date
of the Investigator’s first appointment at the first host institution.

**Procedures for Requesting a Transfer**

An HHMI Investigator request to transfer should be submitted in writing to HHMI’s Vice President and
Chief Scientific Officer with the following materials:

1. A letter from the Investigator requesting the transfer and explaining the underlying rationale for the
transfer to allow for review of the request as described above; and

2. A copy of the proposed new institution’s offer letter.

All agreements between the Investigator and the proposed institution must be disclosed in writing to HHMI
and are subject to approval (or request for revision) by HHMI. Therefore, if the following items are not
included in the offer letter, an appended document from the proposed institution must provide:

- a statement of all anticipated institutional appointments and affiliations including the tenured or
tenure-track academic position to which the transferring Investigator will be appointed with the
expected appointment start date and the expected date that the appointment will receive approval with no institutional contingencies;

• an acknowledgment that HHMI is responsible for setting the Investigator’s salary and benefits;

• a description of non-research activities (e.g., teaching and service to the institution including any administrative positions with or without salary supplementation);

• a detailed summary of all personal financial arrangements (housing allowance, loan arrangements, etc.), including documentation of whether such benefits are generally offered, in type and magnitude, to faculty of similar rank and distinction being recruited to or retained by that institution;

• a description of professional and financial support for research, including a commitment to cover the cost of moving the Investigator and laboratory personnel (if applicable), as well as laboratory equipment and laboratory materials; and

• a description of the proposed laboratory space, proposed renovations (if any), a commitment to pay for any such renovations, and the expected date of completion.

Related Procedures, Forms and Policies

• Investigator Phase-Out and Gift Options Policy

• HHMI Eligible Institution List

• Investigator Administrative and Non-Research Activities and Salary Supplementation for Administrative Service to Host Policy

Contact

Any questions about HHMI Investigator transfers may be raised with the Scientific Officer or HHMI attorney responsible for the site.