

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.

Host Institutions. HHMI will consider proposed transfers to institutions in the United States or Puerto Rico on a case-by-case basis, provided, however, that transfers to for-profit entities or to research facilities managed or operated by or for the federal government and any state and local governmental entity other than a public university are not permitted. Any institution that is approved as a host institution in connection with a transfer request shall become a host institution for purposes of this policy only with respect to the Investigator who requested the transfer. Any institution that is approved as a host institution in connection with a transfer request must execute a collaboration agreement with HHMI that is consistent with HHMI policies before final approval of the transfer by HHMI's Vice President and Chief Scientific Officer.

Transfer Effective Date. As used in this policy, the Transfer Effective Date is a date that occurs after all of the requirements of this policy are satisfied and which is agreed to by HHMI's Vice President and Chief Scientific Officer and the Investigator as the effective date of the Investigator's transfer to their new host institution.

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, and the institution's willingness and ability to meet HHMI's requirements for host institutions and ensure the Investigator lab can be operated in compliance with HHMI policies.

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 Transfer Effective Date 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 Transfer Effective Date 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 Transfer Effective Date.

After all of the transfer requirements are satisfied and the Transfer Effective Date 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 for a transfer until there is a fully executed host collaboration agreement in place at the proposed new institution by the Transfer Effective Date.
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 Transfer Effective Date.
3. An Investigator in a non-renewable, phase-out appointment may request a transfer but only if Transfer Effective Date is 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 (for example, housing allowance, loan arrangements, tuition benefits). The documentation for any such arrangements is expected to specify whether the proposed arrangements are generally offered, in type and magnitude, to faculty of similar rank and distinction being recruited to that institution. One-time payments by an institution to an Investigator for committing to join a faculty are not allowed;
- 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.

Provisional Approval. After the request to transfer to an institution and other requested materials are reviewed and provisionally approved by HHMI's Vice President and Chief Scientific Officer, a provisional approval letter will be provided to the Investigator, copying the institutional official responsible for the offer letter, and others at HHMI. The Investigator may sign an institution's offer letter that has been reviewed and approved for compliance with HHMI policies following receipt of this provisional approval letter.

Transfer Effective Date and Approval. HHMI's Vice President and Chief Scientific Officer will issue a final approval letter no later than two months in advance of the Transfer Effective Date. The Transfer Effective Date must be established before final approval is granted and is expected to

correspond closely to the date of the lab's physical relocation as well as the start of the tenure-track faculty appointment at the host institution. The Investigator can start to conduct research at their new host institution as of the Transfer Effective Date.

Lab Closure. If acceptable to the institution from which an Investigator is transferring, HHMI allows the Investigator to retain a lab at that institution for up to 6 months after the Investigator's Transfer Effective Date. The Investigator should coordinate closely with the Scientific Officer and Science Operations Manager for their current and new institutions, as well as People & Culture, to develop their transfer plans.

Related Procedures, Forms and Policies

- [Investigator Phase-Out and Gift Options Policy](#)
- [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.

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