

Science Policies

Investigator Transfers (SC-710)

Policy

Most HHMI investigators remain at the host institution at which they were initially appointed. However, any HHMI investigator who has completed a full initial term of employment with HHMI as an investigator and who has been reviewed is eligible to request a transfer of his or her appointment to another HHMI host institution. An investigator may transfer only once during her or his HHMI career. The procedures for applying for a transfer and the criteria used in considering applications for transfers are described below.

Each request for transfer will be evaluated by the Vice President and Chief Scientific Officer. The request for a transfer, along with information sufficient to permit the evaluation of the request, must be submitted in writing, and should be submitted only after the investigator has made the decision that he or she definitely wishes to move. If the transfer is approved, all other terms and conditions of the investigator's HHMI appointment will continue to apply at the new institution.

An HHMI investigator wishing to transfer her or his appointment should submit the following materials to the Vice President and Chief Scientific Officer:

- A letter from the investigator requesting transfer and explaining the underlying rationale for the transfer.
- A copy of the recruiting institution's offer letter.
- A letter from the recruiting institution providing:
 - a commitment to cover the cost of moving the investigator and laboratory personnel (if applicable), as well as laboratory equipment and laboratory materials;
 - a statement of the proposed laboratory space, proposed renovations (if any), and a commitment to pay for any such renovations;
 - the proposed salary (which, if it exceeds the investigator's current salary, must be accompanied by information showing that the proposed salary is consistent with that being paid to faculty of similar rank and distinction at the recruiting institution);
 - a description of all other 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.

The following items further explain details that apply to investigator transfers.

1. An HHMI investigator may transfer once, and only once, during her or his entire time of employment by HHMI. Eligibility begins after completion of both the first full term of employment and the first HHMI scientific review.
2. An investigator may transfer only to a current HHMI host institution.
3. The transfer of an investigator must be essentially cost-neutral to HHMI. Any renovation costs, purchase of equipment items needed to establish the new laboratory, and the cost of moving the investigator, laboratory personnel (if applicable) and any equipment or other laboratory materials that will be needed at the new site must be borne by the recruiting host institution. An investigator's salary and HHMI research operations budget usually remain unchanged following approval of a transfer.
4. HHMI requires a copy of the recruiting institution's final offer letter as part of the request to transfer. All agreements between the investigator and the recruiting institution, e.g., professional and personal financial arrangements, benefits, space allocations, and other institutional support, must be disclosed in writing to and are subject to approval (or request for revision) by HHMI.
5. In the event of an unsuccessful review, an investigator may request to transfer with an intact phase-out period of the HHMI appointment. A request to transfer following an unsuccessful review will only be approved if the transfer will be completed before the first day of the fourth month of the final year of the phase-out appointment period.
6. The investigator's record of scientific achievement and plans for future research will be major factors considered by HHMI in deciding on a transfer request. The impact of the research environments at the current and recruiting host institutions on the investigator's research program will also be evaluated. A decision on the transfer will be made after a careful review of all facts and circumstances.

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