

## Transfers

---

### Policy

---

Most HHMI investigators remain at the host institution at which they were initially appointed. However, HHMI investigators may transfer to another HHMI host institution once during their employment as an HHMI investigator. Eligibility begins after completion of the investigator's first full term as an Investigator or the first HHMI scientific review as an Investigator, whichever is earlier.

Each request for transfer must be approved by the Vice President and Chief Scientific Officer. A decision on the transfer will be made after a careful review of all facts and circumstances. 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. If the transfer is approved, except as described below, all other terms and conditions of the investigator's HHMI appointment will continue to apply at the new institution. Final approval of the transfer with an effective start date will mark the use of the investigator's one-time, host transfer.

#### **Procedures for Requesting a Transfer**

After an HHMI investigator has decided he or she intends to transfer, the request should be submitted in writing to the Vice President and Chief Scientific Officer with the following materials:

1. A letter from the investigator requesting transfer and explaining the underlying rationale for the transfer.
2. A copy of the recruiting institution's offer letter.
3. If not included in the offer letter, an appended document from the recruiting institution must provide:
  - 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;
  - 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.

- a description of non-research activities, some of which may require HHMI approval (e.g., teaching, administrative positions)

Additional details that apply to investigator transfers.

1. An investigator with an initial appointment term of seven years can request a review after five years, and if the review is successful, the investigator is permitted to request a transfer.
2. A transfer from Janelia Research Campus to a host site to become an Investigator does not represent use of the one-time, host transfer.
3. An investigator in a non-renewable, phase-out appointment may request a transfer if the move will be completed before the first day of the fourth month of the final year of the phase-out appointment period. For additional details see [HHMI's Non-Renewal of Investigator Appointments policy](#).
4. Any renovation costs and the cost of moving the investigator, laboratory personnel (if applicable) and any equipment or other laboratory materials must be borne by the recruiting host institution.
5. The investigator's salary at the new site will be based on HHMI's salary scale, which takes into account geographic region among other factors. If the location of the recruiting host institution dictates a lower salary on the scale, the investigator's salary will not be reduced but will remain unchanged until such time as an increase is warranted based on the salary scale for the new location.
6. All agreements between the investigator and the recruiting institution, for example, professional and personal financial arrangements, benefits, space allocations, and other institutional support, must be disclosed in writing and are subject to approval (or request for revision) by HHMI.

## Contact

---

Any questions about investigator transfers to another HHMI host institution may be raised with the [senior scientific officer](#) or [HHMI attorney](#) responsible for the site.

Managed by: Office of the General Counsel  
Last Updated: 4/16/18