

Transferring Grants/Contracts from UI to Another Institution

Grants/contracts are awarded to institutions, not directly to Principal Investigators. For this reason, the grantee institution must 'relinquish' the grant and equipment, if any, and the awarding agency must approve all grant/contract transfers from one organization to another.

Responsible Parties:

Principal Investigators (PIs) are responsible for providing information about the transfer to departmental and DSP personnel in a timely manner and ensuring that the transfer of the award is completed in accordance with all applicable federal and sponsor regulations. **The PI is responsible for negotiating the following:**

- Subcontracting work to the University of Iowa at current full F&A rate;
- Equipment transfers; ([Title Transfer of University Equipment](#) form),
- Transferring cost sharing obligations to the new institution; and
- Continued support of graduate students and postdoctoral fellows

In addition, the PI is responsible for the completion of final reports: Patent/Invention and Technical, as well as any outstanding reporting requirements for grants and contracts held while at the University of Iowa.

Departmental Administrators have the responsibility to conclude transactions and make any necessary adjustments to award accounts for departing PIs.

The Division of Sponsored Programs (DSP) office shall review and institutionally endorse the paperwork involved with each grant/contract transfer.

Procedures for Principal Investigator:

1. Contact **sponsoring agency** and **DSP Reviewer** assigned to your grant/contract at least ninety days in advance of the transfer date to ensure a smooth transition. The nature of your award will determine the forms required as well as the transfer and/or termination process.

2. Complete **Agency relinquishing statement**.

PHS

PHS 3734 Official Statement Relinquishing Interest and Rights in a PHS Research Grant
(<http://grants1.nih.gov/grants/phs3734.pdf>)

HHS 568 Final Invention Statement and Certification (<http://grants1.nih.gov/grants/hhs568.pdf>)

If the project is funded by NIH, complete the [Projected Cumulative Directs Costs on NIH Awards Being Relinquished Form](#) and send with this Grant Transfer Request Form.

NSF

Detailed instructions/forms for a grant transfer are available electronically on the FastLane website section entitled PRINCIPAL INVESTIGATOR (PI) TRANSFER
(https://www.fastlane.nsf.gov/documents/pi_transfer/pi_transfer_1.jsp)

ALL OTHER FUNDING AGENCIES

A signed agency/corporation/foundation form(s) as identified by the agency or contact DSP to help you determine the process and forms required.

3. Complete the University of Iowa **Grant Transfer Request Form** below and obtain concurring signatures.

4. Forward **Grant Transfer Request Form** and appropriate attachments to the Division of Sponsored Programs, 2 GILH. DSP will then forward all necessary paperwork to the sponsoring agency.

If you have questions, please contact the **DSP Reviewer** assigned to your grant/contract.

Grant/Contract Transfer Request Form & Checklist

Current Institution Information		
Principal Investigator:		
	<i>Last Name</i>	<i>First Name</i>
Contact Information: <i>PI or Alternate Contact</i>		Award Number:
Department:	Sponsor:	
Project Title:		
Effective Date of Transfer: <i>dd/mm/yy</i>	Current Outgoing Subawards:	
Amount to be transferred:		

New Institution Information	
Institution Name:	Contact Information: <i>Name, Phone, Email</i>

Documentation/Certifications	
Signatures certify that the following have been negotiated to the satisfaction of the PI, Department and College	
Yes	N/A 1. Subawards to U of Iowa (Iowa's full F&A rate is required for subawards from new institution) If 'Yes', name of the new PI:
Yes	N/A 2. Equipment Transfers If 'Yes', complete the Title Transfer of University Equipment form
Yes	N/A 3. Continued support of grad student(s)/fellow(s) has/have been negotiated
Yes	N/A 4. Laboratory Shut Down/Clean Up Contact EHS (see page 1) for proper clean up of lab space.
Yes	N/A 5. ClinicalTrials.gov Are your clinical trial project(s) up to date on ClinicalTrials.gov?
Yes	N/A 6. All sponsor reports have been submitted See Page 1 instructions for PHS Patent/Invention report link
Yes	N/A 7. Agency Relinquishing Statement See Instructions on page 1 for links to PHS and NSF forms. If 'Yes', attach the Relinquishing Statement to this request form.
Yes	N/A 8. Grant Accounting Office (GAO) has been notified GAO will complete the final Cash Transactions Report, Final Property Reports and request refund check (if applicable)
Yes	N/A 9. Cost Sharing Agency Cost sharing requirements have been met; determine what cost sharing requirements, if any, will transfer to the new Institution.
Yes	N/A 10. Data Sharing Will data collected at the University of Iowa be shared for use by the PI or others at the new institution?

SIGNATURES	
PI	Date
DEO	Date
Dean	Date

To Submit: You can PRINT the form and route for signature, ending with DSP, 2 GILH. Or EMAIL to next level for signature using the buttons by the DATE. Final email is to DSP.