

Transferring Grants/ Proposals from UI to Another Institution

Grants are proposed by and awarded to institutions, not directly from or to Principal Investigators. For this reason, the grantee institution must 'relinquish' the grant/proposal and equipment, if any, and the awarding agency must approve all grant /proposal 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 the following:***

- Subcontracting work to the University of Iowa at current full [F&A rate](#);
- Arranging equipment transfers (see [Title Transfer of University Equipment](#) and [Transfer of Federally Titled Equipment](#));
- Transferring cost sharing obligations to the new institution; and
- Assuring continued support of graduate students and postdoctoral fellows;
- Initiating Data Transfer and Use Agreements to the new organization, when applicable; and
- Completing final reports
 - Patent/Invention and Technical and any other 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/proposal transfer.

Procedures for Principal Investigator:

- 1) Contact **sponsoring agency** and [DSP Reviewer](#) assigned to your grant/ proposal at least ninety days in advance of the transfer date to ensure a smooth transition. The nature of your award/proposal will determine the forms required as well as the transfer and/or termination process.
- 2) Complete ***Agency relinquishing statement for applicable agencies.***

Public Health Service (PHS) agencies

NON-NIH AGENCIES

[PHS 3734 Official Statement Relinquishing Interest and Rights in a PHS Research Grant](#)
[HHS 568 Final Invention Statement and Certification](#)

NIH

The relinquishing statement and Final Invention Statement for NIH grants and proposals are submitted via the eRA Commons. The DSP Reviewer will submit this statement.

NSF

Detailed instructions/forms for a grant transfer are available electronically on [Research.gov](#) website section entitled ***Awards & Reporting/Prepare New Notification and Request.***

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 and submit the [PI Transfer and Departure Form](#), attaching the completed ***Grant/Proposal Transfer Request Form.***

Grant/Proposal Transfer Request Form & Checklist

Current Institution Information					
Principal Investigator:					
	<i>Last Name</i>	<i>First Name</i>			
Contact Information:			Award/Seq #:		
<i>PI or Alternate Contact</i>	<i>Name, Phone, Email</i>				
Department:	Sponsor:				
Project Title:					
Effective Date of Transfer:	Awarded/Proposed Amount to be Transferred:		Direct	F&A	Total

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 or Transfer of Federally Titled Equipment	
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/Material Sharing	
Will data and/or material collected at Ulowa be shared for use by the PI or others at the new institution?	
SIGNATURES (all three signatures required)	
<- Principal Investigator	
<- DEO	
<- Dean	
To Submit: Attach this form to the PI Transfer/Departure form in workflow. Go here for that page.	