



Office of Sponsored Programs
<http://www.ecu.edu/osp>
osp@ecu.edu

Internal Department PI/Admin Unit Change Request

Please print, sign and forward this form and appropriate attachments to your Grant Officer in the Office of Sponsored Programs

Sponsor Name: _____
Banner Fund #: _____
Grant/Award Title: _____
Effective Date of Transfer: _____ **Unobligated Amount to be Transferred \$** _____
Current Subcontracts (Institution/Company Name): _____

Relinquishing Terms for PI/Admin Unit Changes

I agree and certify that by relinquishing this award/grant, any and all F&A return awarded as the result of the above grant will no longer be credited to me or any department, but will be transferred to the accepting PI and their associated department.

Relinquishing/Managing Unit Information:

Department Name: _____

Org Code: _____

PI: _____

Relinquishing Departmental Approval:

Print Name

Signature

Date

Relinquishing PI Approval:

Signature

Date

Acceptance Terms for PI/Admin Unit Changes

I agree and certify that by accepting the transfer of this award/grant, I will abide by current university policies on cost sharing, conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research. I accept responsibility upon award/grant transfer for compliance with the award terms and conditions and University policies and procedures; particularly for the technical conduct of the work, the supervision of any sub awardees, the submission of technical reports, regulatory compliance, and financial management.

Accepting/Managing Unit Information:

Department Name: _____

Org Code: _____

PI: _____

Accepting Departmental Approval:

Print Name

Signature

Date

Accepting PI Approval:

Signature

Date