

## Transferring grants/contracts from East Carolina University (ECU) 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 Office of Sponsored Programs (OSP) 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 working with their Grant Officer to complete the following:***

- Subcontracting work to ECU at current, full F&A rate);
- Equipment transfers;
- 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 ECU.

**Departmental Staff and/or PI** are responsible to conclude transactions and make any necessary adjustments to award accounts for departing PIs.

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

### Procedures for Principal Investigator:

1. Contact **OSP Grant Officer** (<http://www.ecu.edu/cs-acad/osp/poc.cfm>) assigned to your grant/contract at least ninety days in advance of the transfer date to ensure a smooth transition.

2. Complete **Agency relinquishing statement**.

**PHS** ([http://grants.nih.gov/grants/policy/nihgps\\_2010/nihgps\\_ch8.htm#\\_Toc271264936](http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch8.htm#_Toc271264936))

PHS 3734 Official Statement Relinquishing Interest and Rights in a PHS Research Grant

(<http://grants.nih.gov/grants/phs3734.pdf>)

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

#### **NSF**

Detailed instructions/forms for a grant transfer are available electronically on the FastLane website at

[https://www.fastlane.nsf.gov/documents/pi\\_transfer/pi\\_transfer\\_1.jsp](https://www.fastlane.nsf.gov/documents/pi_transfer/pi_transfer_1.jsp))

ALL OTHER FUNDING AGENCIES

A letter/form signed by the PI and OSP Director along with other documentation required by the sponsor.

3. Complete the ECU **Grant Transfer Notification Form** below and obtain concurring signatures.
4. Forward **Grant Transfer Notification Form** and appropriate attachments to your Grant Officer via email. The Grant Officer will work with the PI and OGC to ensure that required documentation is submitted to the sponsor(s).

If you have questions, please contact your Grant Officer <http://www.ecu.edu/cs-acad/osp/poc.cfm>.

**PI and Grant Exit/Transfer Notification Form**

<b>PI Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Alternate POC Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Department:</b>	<b>Sponsor:</b>	
<b>Award Number:</b>	<b>ECU Fund Number:</b>	
<b>Grant Title:</b>		
Proposed date of Transfer:    /    /	Amount to be transferred: \$	
	(final transfer amount determined by OGC upon final financial reporting)	
Current Subcontracts (Institution or Company Name)		

New Institution Name/Department:		
OSP Contact Name:	Phone:	Email:

**Signatures certify that the following have been negotiated to the satisfaction of the PI, Department and College. Check all boxes that apply.**

- Subcontracts back to ECU at current full F & A rate; If yes, name the new PI at ECU:
- Equipment Transfer (list all):
- Support of grad students/ fellows
- Relevant notifications have been made to Compliance Units including but not limited to:  

IRB	IACUC	Biosafety	Conflicts of Interest
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- Final reports completed. ( if applicable)
  - Patent/Invention
  - Technical
- Agency relinquishing statement:
  - PHS**
    - PHS 3734 (Official Statement Relinquishing Interest and Rights in a PHS Research Grant)
    - HHS 568 (Final Invention Statement and Certification)
    - NSF** Detailed instructions/forms for a grant transfer are available electronically on the *Fastlane* Website section entitled PRINCIPAL INVESTIGATOR (PI) TRANSFER
    - ALL OTHER FUNDING AGENCIES**  
A signed letter or form as identified by the agency
  - Grant Accounting has been notified so that they can complete the Final Financial and Final Property Reports, and request that a check be issued (if applicable)
  - Agency cost sharing requirements have been met. Determine what cost sharing requirements, if any, will transfer to the new institution.
  - Original data is owned, and secured by ECU. The PI may create copies of data for academic purpose.

PI _____	Date _____
Dept. Chair _____	Date _____
Dean _____	Date _____