Office of Sponsored Programs

Internal Departmental PI/Admin Unit Change Request

Please 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 / / Amount to be transferred $

Current Subcontracts (Institution or 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 my department, but will be transferred to the accepting PI and their associated department.

Relinquishing/Managing Unit Information

Department Name _____ **Org Code:** _____

PI _____ **Date** _____

Dept. Chair _____ **Date** _____

Dean _____ **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 _____ **Date** _____

Dept. Chair _____ **Date** _____

Dean _____ **Date** _____

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