

WSU NIH Grant Transfer Quick Reference

(For detailed Grant Transfer information, see WSU OGRD Guidelines [HERE](#))

1. All transfers begin at the institution the PI is leaving. A change of grantee organization request must be made before the anticipated start date at the new organization, preferably several months in advance. The Principal Investigator needs to communicate with the Program Officer before the transfer process begins. Each funding agency has specific instructions and requirements which may not remain consistent.
2. When a subcontract is involved on a current project, a termination date will need to be established between the prime awarded recipient and the subcontracted organization to ensure a smooth transition to the new subcontract. Once the original subcontract has been terminated, and monies transferred to the new institution, a subcontract will need to be initiated.
3. The relinquishment letter for a pending proposal must be sent from the institution the PI is leaving to the agency the proposal was submitted to. At WSU, this would be completed and signed by OGRD.
4. The original institution must complete and submit the NIH Relinquishment Form found [HERE](#) before the expiration of the approved project period. The relinquishing statement may be submitted in paper or electronically via the eRA Commons.
 - a. Transfer-in to WSU: Pre-Award (OGRD) will work with the PI's department to complete, sign, and submit the new Grants.gov package to NIH with a total budget amount equal to the total on the Relinquishment Form.
 - b. Transfer-out of WSU: Post-Award (SPS) will work with the PI's department to fill out the Relinquishment Form with unexpended balances provided by the Post-Award Office, have the Pre-Award Office sign, and route back to Post-Award to submit in eRA Commons.
5. The PI's affiliation will need to be updated in eRA Commons to include the new institution.
6. The proposed new grantee institution must provide the Grants Management Officer (GMO) with a change of institution application, which may be submitted using the PHS 398 or PHS 416-1 paper application forms, or electronically via Grants.gov using the Parent Funding Opportunity Announcement listed at http://grants.nih.gov/grants/guide/parent_announcements.htm.
7. All required documentation to be included in the proposed change of grantee application (paper or electronic) request can be found here: [Change of Grantee Organizational Status](#).

The application from the proposed new grantee institution should include at a minimum:

 - a. PHS 398 Face Page;
 - b. Budget Pages;
 - c. Updated biographical sketches for the PD/PI and existing senior/key personnel and biographical sketches for any proposed new senior/key personnel;
 - d. If transferring on the anniversary date, include the progress report for the current year including a statement regarding the goals for the upcoming year;
 - e. Updated "other support" page(s), if necessary;
 - f. Resources page, including probable effect of the move on the project;
 - g. Checklist page;

- h. Certification of IRB/IACUC approval, including OHRP and OLAW assurance numbers, if applicable;
 - i. Detailed list of any equipment purchased with grant funds to be transferred to the new organization (inclusion of this list in the transfer application from the new organization indicates its acceptance of title to that equipment).
8. Confirm the relinquishing amounts on the 398 form match the funding amount that the new institution is requesting.

NOTE: The final unobligated balance, if any, will be transferred from the institution the PI is leaving to the new institution once the Final Financial Report (FFR) has been completed.

9. The beginning date of the grant at the new institution should be the day following the Date of Relinquishment on the 398 form.
10. Encourage the other institution to complete all actions on their end as quickly as possible to avoid delays in research time.
11. Equipment transfers are done separate from the award, instructions for WSU's processes can be found [HERE](#). If transferring to WSU, be sure to check your own institution's guidelines for equipment transfers.