

TITLE Transferring Awards from KUMCRI

SUMMARY Guide to transferring awards from KUMCRI to another institution

CONTACT Sponsored Projects Administration – spa@kumc.edu

Most of the work to transfer an award from the University of Kansas Medical Center Research Institute, Inc. (KUMCRI) to a new institution will be handled by the department chair's office, but the Sponsored Programs Administration (SPA) is responsible for formally relinquishing the award, if allowed by the sponsor. In some cases, sponsors will not allow transfers and a new local Principal Investigator should be identified or the funds returned. The instructions below are based on general NIH guidelines for relinquishing an award to another institution. Specific instructions should be obtained from the Program Officer or sponsor. For assistance, please contact SPA at spa@kumc.edu.

Steps to transfer a NIH/DHHS awards from KUMCRI to another institution:

1. Contact the NIH Grant Management Specialist, named on the Notice of Award (NOA) document, regarding instructions for transferring the award to the new institution. If there are specific instructions, please share them with the research administration office (RAO) contact at the new institution.
2. Check with the RAO contact at the new institution regarding their requirements for submitting the transfer award.
3. Before the award can be transferred, SPA must relinquish the award. The ***Official Statement Relinquishing Interests and Rights in a Public Health Research Grant (PHS 3734)*** and the ***Final Invention Statement (HHS 568)*** forms will need to be completed and sent to NIH by SPA.
4. After SPA has verified the account balance for the award, the forms will be completed and the signatures of the Financial Officer and the Authorized Institutional Official will be obtained. SPA will submit the forms through eRA Commons.
5. A Federal Financial Report (FFR) will be due at NIH within 90 days of the end of the NIH support at KUMCRI. SPA Post-Award staff will complete the FFR.