
TITLE Transferring Awards to KUMCRI

SUMMARY Guide to transferring awards from another institution to KUMCRI

CONTACT Sponsored Projects Administration – spa@kumc.edu

KUMCRI uses the Cayuse Proposal Submission System for federal proposals. Work with a SPA pre-award grant administrator to obtain access to our Cayuse portal. If you are new to Cayuse, training is available. For assistance, please contact SPA at spa@kumc.edu.

Steps to transfer an award from another institution to KUMCRI:

1. Prior to submitting the transfer application from KUMCRI, the previous institution will need to relinquish the award. To relinquish the award, the previous institution will need to send the **Official Statement Relinquishing Interests and Rights in a Public Health Research Grant (PHS 3734)** and the **Final Invention Statement (HHS 568)** forms to NIH. Please ask your research office contact at the relinquishing institution to complete the relinquishment form in eRA Commons.

A **Federal Financial Report (FFR)** will be due at NIH from the relinquishing organization within 90 days of the end of the NIH support. Ask your contact at the relinquishing institution to ensure the carryover dollars are noted on the FFR. If the carryover dollars are not included, an official letter signed by the relinquishing institution's official will need to be submitted to NIH releasing these funds. **This may cause a delay in receiving the carryover funds at KUMCRI.**

For proposals, please contact the Grants Management Specialist and Program Officer currently reviewing your proposals for specific requirements. At minimum, your previous institution will need to send a letter to relinquish the proposal.

2. Check with the NIH Grant Management Specialist for your award regarding supplemental instructions for the transfer. If supplemental instructions exist, please send a copy to your SPA contact at spa@kumc.edu.

For proposals, SPA recommends submitting the transfer application as early as possible to ensure timely award receipt, if considered for funding.

3. If supplemental instructions exist, complete the **Change of Grantee Institution application (Type 7 Parent) in Cayuse. When the application is complete and final in Cayuse**, please notify your SPA contact at spa@kumc.edu that your application is ready for review.
4. If the research project involves animals or human subjects, IRB approval will need to be requested at this time:
 - If your research will involve animals, contact the [Institutional Animal Care and Use Committee \(IACUC\)](mailto:iacuc@kumc.edu) at iacuc@kumc.edu.
 - If your research will involve humans, contact the [Human Research Protection Program](mailto:IRBhelp@kumc.edu) at IRBhelp@kumc.edu.

If KUMC IRB or IACUC certification has already been obtained, please upload the approval in Cayuse under Proposal Summary > Supporting Documents.

5. When your application is complete, SPA will submit the transfer application **ONLY** after receiving notification of the relinquishing statement from the previous institution. SPA will complete a final review, obtain institutional signature from KUMCRI's Authorized Institutional Official, and submit the application.