

**Overview:** This checklist is provided to assist incoming faculty and their department administrative staff in assembling documentation normally needed to transfer a grant from a prior (relinquishing) institution to MU. Sponsors have varying requirements – please refer to your grant award terms and conditions, and/or sponsor guidelines for requesting a change of organization/institution. Contact the Office of Sponsored Programs Administration with questions.

**Project Information**

|   |                |                   |                         |
|---|----------------|-------------------|-------------------------|
| Principal Investigator  | eRA Commons ID | MU Start Date     | MU Proposal/Project No. |
| Department  | Sponsor        | Sponsor Award No. |                         |
| Project Title: _____  |                |                   |                         |
| Will the incoming PI have a joint appointment or lab space at the Veterans' Hospital?   |                |                   | Yes      No             |
| Will there be a request for a <a href="#">Pre-Award Account or an Advance Account</a> ? |                |                   | Yes      No             |

**Relinquishing Institution Information /Documentation**

Institution Name: \_\_\_\_\_ Administrative Contact: \_\_\_\_\_

|                          |               |               |
|--------------------------|---------------|---------------|
| Anticipated Award Amount | Contact Phone | Contact Email |
|--------------------------|---------------|---------------|

Attach the following documentation...

- |  |  |
|--|--|
| 1. Copy of original proposal and current notice of grant award.        | 5. Scope of work for MU project.   |
| 2. Copy of most recent grant progress report.                          | 6. Any related documents/correspondence.   |
| 3. Copy of relinquishment letter or signed agency relinquishment form. | 7. If original award included cost-share, provide comments below on how that cost-share will be fulfilled at MU. |
| 4. Draft budget for incoming award amount.                             |  |

**Comments:**

**Compliance Information**

**YES NO**

Are human subjects involved? If yes, contact the [IRB office](#) to begin protocol review and approval process.

Are vertebrate animals involved? If yes, contact the [IACUC office](#) to begin protocol review and approval process.

Does the project involve the use of rDNA, biohazardous materials, recombinant DNA, or radioactive materials? If yes, contact [Environmental Health & Safety](#) to begin protocol review and approval.

Is the sponsor a Public Health Service (PHS) agency subject to federal financial conflict of interest (FCOI) regulations or a sponsor who has adopted the PHS FCOI policy (42 CFR Part 50 Subpart F)? If yes, contact the [Conflict of Interest office](#) for information on access to MU eCompliance to complete an Outside Interest Disclosure Form and required COI training.

**Note about Conflict of Interest (COI):** MU employees must self disclose outside interests annually or as they arise or change. Please contact the COI office for more information or questions.

[List of PHS FCOI Agencies](#)

**Subaward/Subrecipient Information**

**YES NO**

Will the incoming grant require any subawards? If yes, identify them below.  
(If more space is needed attach a separate word document)

|                |         |       |
|----------------|---------|-------|
| Subrecipient 1 | Contact | Email |
| Subrecipient 2 | Contact | Email |

**Material Transfer And Equipment Information**

**YES NO**

Will any material (e.g. cells, samples, chemicals, etc) be provided from the prior institution to MU? If yes, please contact the [Office of Technology Management & Industry Relations](#) to initiate the transfer of the materials.

Will grant purchased equipment be transferred from the prior institution to MU? If yes, contact [Greg Anich](#) in Asset Management for assistance.