

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 Pre-Award Account or an Advance Account ?	Yes	No	

Relinquishing Institution Information /Documentation

Institution Name: _____ Administrative Contact: _____

Anticipated Award Amount	Contact Phone	Contact Email
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Attach the following documentation...

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

Do you plan to use any background IP you developed at a prior Institution? Yes No

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.