**ATTACHMENT A - GRANT TRANSFER REQUEST MEMO**

**MEMORANDUM**

**DATE:**

**TO:** Research Office

 210 Hullihen Hall

**FROM:**

**SUBJECT: Grant Transfer Request**

I hereby request the transfer of my current award ***number,***as awarded by ***Sponsor name***, to ***new institution****.*

The requested termination date of this award at the University of Delaware is ***date***.

Signatures:

Principal Investigator

Department Chair

Dean

Associate Vice President, Research Administration
Research Office

**\*Electronic Signatures are acceptable\***