



Procedure for Sponsored Project (Award) Transfers

This procedure addresses three potential scenarios for award transfers:

- Award Relinquishment/Transfer
- Award Retention
- Accepting a transfer from another institution

When a Principal Investigator (PI) departs the University of Delaware (UD) for another institution, a formal determination is made regarding the disposition of their active sponsored projects. Since sponsored funding is legally awarded to the University rather than the individual PI, any decision to transfer or retain a sponsored award requires the formal concurrence of UD.

The University evaluates award disposition on a case-by-case basis, considering the following primary options:

Award Relinquishment/Transfer: The award may be transferred to the PI's new institution. If an award is to be transferred, the formal request must be submitted to the sponsor well in advance, ideally several months, of the PI's appointment at the new organization. *Untimely submissions risk administrative delays or denial by the sponsor.*

Award Retention: The award may remain at UD under the direction of a qualified successor PI identified by the University. If UD retains the award, the institution must immediately seek prior approval from the sponsor for a change of PI. As needed, UD may also request approval to issue a subaward to the former PI's new institution.

Sponsor specific guidelines and forms must be used when completing either option. Please refer to the sponsor/award terms and conditions for requirements. The Research Office will provide guidance and oversight for either process, however the process for changing PI is outside the scope of this procedure.

Award Relinquishment/Transfer:

Facilitating the transfer of an agreement from UD to the PI's new institution requires a significant amount of coordination and close attention to the award terms and conditions. Specific areas to review include cost sharing commitments, equipment procured on the award, and unexpended direct and indirect cost balances. The [transfer out checklist](#) will assist in initiating and completing the transfer of awards from UD to the PI's new institution.

Documentation

- [Sponsored Project Transfer Request](#) (required for all awards)
- [Transfer Request Letter](#) (as applicable)
- [University Equipment Activity webform – select disposal category to “permanently transfer off campus](#) (as applicable)
- Sponsor required transfer documents – consult your Research Office Contract & Grant Analyst for guidance.

A third scenario occurs when a PI transfers to UD from another institution, bringing a relinquished award to continue their sponsored research.

Accepting a transfer from another institution

Facilitating the transfer of an award to UD requires a significant amount of coordination among the PI, the department administrator(s), the RO, the relinquishing institution and the sponsor. The [transfer in checklist](#) will assist in initiating and completing the transfer of awards from another institution to UD. Transferring an award from another institution will require following the standard UD proposal submission process, as well.

Documentation

- Letter/communication from relinquishing institution indicating intent to transfer award(s) to UD.
- UD proposal documents, including approved Proposal Approval Summary Webform (PAF).
- Sponsor required transfer documents – consult your Research Office Contract & Grant Analyst for guidance.