

Procedure for Grant Transfers

When a Principal Investigator (PI), of an externally funded grant changes institutions, a decision is made about whether the grant stays at the current institution or is transferred to the new institution. UD will determine on a case-by-case basis whether it will retain or transfer a grant. Because the grant award is made to the institution and not to the PI, there must be agreement between the institutions and the sponsor as to where the grant will ultimately reside.

If the decision is to change the grantee organization to the new institution of the PI, **the request must be made prior to the anticipated start date at the new organization, preferably several months in advance.** Failure to provide timely notification may result in disapproval of the request or a delay in processing.

If the decision is to leave the grant award at the current organization, the sponsoring agency must be notified immediately with a request for change in responsible PI. This correspondence may also include a request to re-budget part of the award as a sub-grant to the new organization of the former PI for continued work and collaboration on the project. In either case, Office of Sponsored Programs will assist in facilitating this process.

Some sponsors have specific guidelines and forms to be used when requesting a transfer. It is the PI's responsibility to follow the guidelines of the sponsor.

Transferring a Grant FROM UD to Another Institution

Facilitating the transfer of an agreement from the University of Delaware requires 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 agreement, unexpended direct and F&A cost balances. The [responsibilities matrix – worksheet](#) will assist in initiating and completing the transfer of awards from UD to another institution.

Forms

- [Grant Transfer Request form \(from UD\) – Attachment A](#)
- [Relinquishment Letter to the sponsor – Attachment B](#)
- [Title Transfer of University Equipment form – Use UD “Equipment Activity” webform, disposal category to permanently transfer equipment off campus](#)
- Agency specific forms – Attachments – Other

Transferring a Grant TO UD from Another Institution

Facilitating the transfer of an agreement to the University of Delaware requires significant amount of coordination among the PI, the department administrator, OSP, and the sponsor. [The responsibilities matrix](#) will assist in initiating and completing the transfer of awards from another institution to UD.

Other Documentation that may be applicable during transfer

- Letter/Communication from Transferring Institution Indicating Intent to Transfer Award to UD
- Provider Determination Worksheet
- Consultant Agreement form
- Agency specific forms