

Relinquishing/Transferring an Award

CURRENT AWARDS

Relinquishments and award transfers mean returning funds back to the sponsor and giving up UND's right to the funding. If another entity takes over the award, the sponsor re-issues the award as a new award to that entity. It is not a transfer directly from UND to the new entity. The process to transfer an award can take as long as 60 days.

Even if the end date is shortened, closeout requirements still apply per the terms and conditions of the award. Make sure to get all closeout documentation from the PI before they leave UND.

The first step in making the decision to transfer should include an inventory of active sponsored grants and contracts, as well as pending proposals where funding may be imminent. The review of active awards should include determining end dates of the budget or project periods, and remaining funding after commitments, as well as any equipment related specifically to the sponsored project. These actions usually involve the combined efforts of the PI, the sponsor's contact, the department, the UND Grants Officer (GO), and contract and grant personnel at the PI's new institution.

You will need to review sponsor specific guidelines for relinquishment or termination of each sponsored project. Your GO can guide you through this process. **Some awards are not eligible for transfer because they may be dependent upon institutional resources.**

Information required to begin this process include:

- Name of new institution
- Effective date of transfer
- Estimated unexpended balance as of the effective date of transfer for each active sponsored project
- List of equipment purchased, if applicable, on each award that is to be transferred to the new institution
- Chair or Dean approval for the transfer
- Sponsored project contact at new institution

[Transferring an NIH grant](#). Refer specifically to 8.1.2.7 Change of Grantee Organization. Change of Institution can be processed electronically in the eRA Commons. Instructions for electronically submitting a Change of Institution for a grant can be [located here](#).

[Transferring an NSF grant](#). The PI initiates the research.gov or FastLane request and forwards it to the GO for institutional approval. Instructions for completing the research.gov or FastLane PI Transfer request are [located here](#).

For transferring non-federal grants or contracts, you should contact your GO. Some sponsors have their own forms that need to be processed with institutional signature. Others may require letters seeking approval for transfers. The final letter requires institutional approval and will require signature by your GO.

REPORTS

In most instances, a current or final technical report is required as well as a final financial report. The PI and department should notify your GO when final payroll and operating expenses have been posted to the award. This will allow the GO to review all expenses, prepare the final financial report and final reimbursement request, if applicable, and submit the report to the sponsor as requested. A copy of the financial report will be provided to the PI. Expenses posting to the award after the final financial report and invoice have been submitted will become the responsibility of the department.

SUBAWARDS

If any of the grants you are transferring include subrecipients, contact Research & Sponsored Program Development (RSPD) to request subaward amendments to end the agreement as of the effective date of the transfer.

FOR PENDING PROPOSALS

When leaving UND, a PI may have pending proposals where funding is imminent. Some sponsors require that UND relinquish our interest in the proposal, so that if funded, the new institution will receive the award. Other sponsors require that UND accept the award when funded and then relinquish. Please contact your Grants Officer (GO) to assist you through this process.

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