

NIH Grant Transfers

NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration of the approved project period (competitive segment).

The following lists outline the necessary documentation required from both the original and the proposed new institutions.

To transfer grants to UNCG from your former institution, your former institution must do the submit the following documents to NIH

1. Relinquishing Statement (PHS Form 3734) or countersigned letter in lieu of form. If applicable, attach a list of equipment that is transferring to the new institution.
2. Final Invention Statement (PHS Form 568).
3. The final Financial Status Report (SF 269) is due 90 days following the termination date of the project.

After it is routed in RAMSeS for campus approvals, UNCG must submit an original and two copies of a transfer application. If the original award was the result of a modular application, modular procedures also apply to the request for change of grantee. The application from the proposed grantee should include, at a minimum:

1. Application face page (PHS Form 398) with "CHANGE OF GRANTEE INSTITUTION" typed in capital letters across the top of the page.
2. A progress report for the current year, including a statement regarding the goals of the upcoming year.
3. A resources page including a description of the facilities at the new institution and the probable effect of the move on the project.
4. Budget pages (current and future years). For modular grants, narrative budget information, including total direct costs and F&A costs for the current budget period
5. A statement concerning the current research plan and an indication of whether the original plan has changed. If changed, appropriate details should be provided.
6. Updated biographical sketches for new key personnel.
7. Updated other support pages for all key personnel (if necessary).
8. A checklist page. For modular grants, information regarding the number of modules and the basis for computing F&A costs should be provided for future years on the checklist page.
9. An approved human/animal assurance(s), and IRB/IACUC approval date(s).
10. Human subjects education certification for key personnel, if applicable.
11. A list of equipment (which was purchased in whole or in part with grant funds and has an acquisition cost of \$5,000 or more) to be transferred from the original grantee institution. Such a listing in the application represents acceptance of title to the transferred equipment.

