

Grant Relinquishment

This document will assist with [the NIH Grant Relinquishment](#) process in the event that a PI relocates to a new institution. Adherence to the steps outlined in this document will ensure that the PI, the department, Sponsored Programs are in communication and provide accurate budget information to NIH and the new recipient institution. These steps will be required for ALL grants that will be transferred to new institutions.

PI Name:		PI Email:	
Admin Name:		Admin Email:	
Department:		ORA#:	
NIH Award Component:		Grant #	

Principle Investigator:

1. Notify Department Administrator of pending grant transfer/relinquishment.
2. Lab Clean-up: Coordinate disposal or transfer of items and equipment

Department Administrator:

1. Maintain necessary internal Department approvals to initiate the transfer process
2. Lab Clean-up: Coordinate disposal or transfer of items and equipment
3. Generate Master List of equipment associated with PI. All equipment purchased on active projects may transfer with sponsor approval. Equipment on inactive projects require Dean and Department approval for transfer
4. Contact PI to certify their effort and all staff as applicable.
5. Review grant expense reports and confirm with Fund Accounting submission of the Financial Report
6. Run LINK report to determine which grants and subawards will be relinquished or terminated
7. Meet with PI and Department to discuss pending transfer(s)
8. Connect with Legal if needed
9. Coordinates with fund accounting to ensure that final invoices are submitted for subawards
10. Estimate the unobligated balance and submit this information to SPA

Sponsored Programs Administration (SPA)

1. Ensure the Department approval of transfer
2. Submits the relinquishment transfer to sponsor
3. If the award is being terminated, SPA ensures Final RPPR, Property, Equipment, and Patents documents are submitted to sponsor.
4. Sends termination modification to sub

Fund Accounting

1. Coordinates with Department to review of transactions for final invoice/report
2. Verifies with the Department if final invoices has been paid
3. Submits Final Financial Report (FFR) if needed
4. Confirms relinquishing statement amount with Department for awards that will be transferred