RUSH
Office of Sponsored Programs

NIH Change of Recipient Checklist

NIH Change of Recipient Checklist will assist in the process of transferring a grant from the PI's old institution to Rush University. This checklist should not supersede direct instructions from NIH GMS and/or PO. NIH may request additional information to review this request. NIH prior approval is required for a transfer (see grant relinquishment).

PI Name:		**PI Email:**	
Admin Name:		**Admin Email:**	
Department:		**ORA#:**	
NIH Award Component:		**Grant #**	
eRA Commons		**Type of Award**	Choose an item.

Path of Submission: Choose an item.
> NIH GMS will specify the preferred submission method.

PREVIOUS INSTITUION		
Item	**Yes/No**	**Notes**
Relinquishment Statement (PHS Form 3734) or signed letter from AOR	Choose an item.	If using the PHS Form 3734, enter the estimate from funds **ONLY** awarded in the budget period being relinquished.
Closeout: Final Invention Statement (PHS Form 568)	Choose an item.	Required for grant closeout and is due 90 days following the termination date of the project.
Closeout: Final Financial Status Report (FSR	Choose an item.	

NEW (RUSH) INSTITUTION: PAPER SUBMISSION		
Item		**Additional Instructions**
Application Face Page (PHS 398 Form)	Choose an item.	"CHANGE OF GRANTEE INSTITUTION" typed in capital letters across the top of the page
PHS398 Form Page 2—Project Performance Site Primary Location information	Choose an item.	
RPPR (Progress Report) for current year and goals statement for upcoming year	Choose an item.	Required for annual transfers and encouraged for mid-year transfers
Statement of Impact due to change of institution	Choose an item.	Indication of whether the original plan for project has changed due to institution change.
MPI Leadership Plan (If Applicable)	Choose an item.	For MPI projects, provide a revised leadership plan and indicate how transfer will affect project
Facilities and Resource Page	Choose an item.	Describe new facilities and resources
Budget/Justification: Should not exceed current NIH approved cost limit. Use	Choose an item.	For mid-year transfers, include a partial year budget For annual transfer, include a full-year budget

Rush negotiated F&A Rate for indirect calculation		
Checklist Budget Page	Choose an item.	Calculate F&A costs for the transfer period and all future years
List of Equipment to be transferred		

RUSH KEY PERSONNEL REQUIREMENTS

Item	Yes/No	Notes
Update Biosketch for ALL Key Personnel	Choose an item.	
Updated Other Support Uploaded for **ALL** Key Personnel	Choose an item.	

IRB AND IACUC DOCUMENTATION

Item	Yes	No	Notes
Does this project involve Human Subjects?	☐	☐	
If yes, please submit Rush IRB application	Enter date		If grant PI does not have RRP credentials, then coordinate with department to submit application using an existing faculty credentials
Does this project involve Animals?	☐	☐	
If yes, please submit Rush IACUC application	Enter date		If grant PI does not have RRP credentials, then coordinate with department to submit application using an existing faculty credentials

HUMAN SUBJECT EDUCATION

Item	Yes	No	Notes
Human Subject Certification for ALL Key Personnel	☐	☐	

NEW (RUSH) INSTITUTION: ELECTRONIC SUBMISSION		
Item		**Additional Instructions**
Create Master and Grant Workspaces in RRP	Choose an item.	If grant PI does not have RRP credentials, then coordinate with department to prepare workspace using existing faculty credentials
Generate SF424 using PA-18-590	Choose an item.	Grant PI (awardee) information will be entered in the SF424 application
SF424 Cover Component	Choose an item.	
SF424 Performance Site Location(s)	Choose an item.	
SF424 Other Project Information	Choose an item.	IRB/IACUC approval if needed, Facilities &Resources, Equipment
RPPR (Progress Report) for current year and goals statement for upcoming year	Choose an item.	
Budget: Should not exceed current NIH approved cost limit. Use Rush negotiated F&A Rate for indirect calculation	Choose an item.	For mid-year transfers, include a partial year budget For annual transfer, include a full-year budget **Modular Budget:** Complete PD/PI Cost Section and enter all other direct costs in Section F (Other Direct Costs) and Section H (Indirect Costs) of detailed budget pages
PHS 398 Research Plan	Choose an item.	RPPR (Progress Report) for annual transfer include upcoming goals Indicate if aims/goals for project have changed due to change of institution
MPI Leadership Plan (If Applicable)	Choose an item.	For MPI projects, provide a revised leadership plan and indicate how transfer will affect project
PHS 398 Cover Page Supplement	Choose an item.	For mid-year transfers, include a partial year budget For annual transfer, include a full-year budget
PHS 398 Checklist	Choose an item.	Calculate F&A costs for the transfer period and all future years

AS APPLICABLE:

- PHS 398 Career Development Supplemental Form
- PHS 398 Fellowship Supplemental Form
- SBIR/STTR Information

Comments: