

## Transferring an NIH grant to UCD

A letter from the Principal Investigator informing the National Institutes of Health of the planned move of the program to UCD and co-signed by the current grantee's business office, needs to be sent to the NIH Grants Management Specialist and the NIH Program Official.

The current institution must process their relinquishing statement.

New UCD PI must be entered into UCD HCM.

PI must request update of eRA Commons personal account to include UCD with PI role.

PI must complete UCD COI registration

PI must complete UCD PI training.

If applicable, you will need to obtain IRB/IACUC approvals through UCD for this award.

Funding announcement for transferring the award. PA-21-268 (subject to newer PA. Check for current PA) Change of Grantee Organization (Type 7 Parent)

Transfer proposal must be created/built and routed in InfoEd. Information and training can be found in links on the InfoEd home page. If you are having problems with InfoEd and creating your transfer proposal, contact: [erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu). Once the proposal is complete, you will route through InfoEd.

The routing process will include your department's approvals. If the transferring PI has not officially started at UCD, a UCD qualified PI must be added to the electronic route to approve the proposal routing. This office will then receive the proposal for review and institutional approval. The proposal will then be returned to you for corrections along with instructions for final submission.

If the original proposal was modular you will still need to create an R&R budget in InfoEd following the budgeting instructions in PA-21-268. You will also need to provide an internal detail budget spreadsheet. The budget justification would follow modular justification instructions.

In addition to the proposal that is created in InfoEd, you will also need to include the following with the routed proposal.

1. The approved relinquishing statement from the previous institution.
2. A copy of the most recent award document.
3. If there is a subcontract, a signed consortium letter from that institution.
4. Any special transfer instructions from the NIH Grants Management Specialist for this award.
5. An internal detail budget spreadsheet if needed.
6. If the new PI's salary is not shown in HCM then a copy of the PI's letter of offer needs to be include for salary and start date verification.

Things to be aware of regarding the transfer proposal.

1. The proposed transfer start date must be after the date of relinquishment.
2. The proposed transfer start date cannot be before the PI start date at UCD.
3. The proposed transfer start date cannot be on or before the date the proposal is submitted.
4. If the transfer is not taking place on the anniversary of the award, the first (transfer) year will need to be budgeted for the relinquished direct costs. All remaining years should match the most recent award document.
5. The process for creating subcontracts for the award cannot be started until NIH issues the transfer award document.

6. Statement in transfer proposal in response to NOT-OD-20-124: Change in Recipient Institution  
NIH also expects that requests for change in recipient institution, as outlined in 8.1.2.7, should include mention as to whether the change in recipient institution is related to concerns about safety and/or work environments (e.g. due to concerns about harassment, bullying, retaliation, or hostile working conditions) involving the PD/PI. NIH will in turn be better positioned to enable informed grant-stewardship decisions regarding matters including, but not limited to, substitute personnel and institutional management and oversight. The NIH expects both the relinquishing and applicant organizations to disclose whether a Change of Recipient Organization is occurring within the context of an ongoing or recent investigation of misconduct of any kind, including but not limited to professional misconduct or research misconduct.  
Therefore, for awards (competing, non-competing and supplements) issued after the publication date of this notice, NIH expects recipients requesting prior approval for change in PI or Senior/Key Personnel named in the NoA, or changes in recipient institution to include mention as to whether these requests are related to concerns about the safety and/or work environments as noted above.