

## UMASS CHAN DEPARTING PI – AWARD TRANSFER NOTIFICATION

Principal Investigator:	Agency and Award No. (e.g. NIH R01 GM12345)
Department:	Administrative Contact, Phone & Email #:
<p>(a) Date PI will leave UMass Chan: _____ Date that award will be relinquished at UMass Chan: _____</p> <p>(b) Has all committed cost sharing been met? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>(c) Does this award involve one or more subcontracts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>                  If yes, has the PI/dept notified the subcontractor(s) of the pending transfer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>                  Name of the subcontractor(s): _____</p> <p>(d) Will any portion of this project need to be subcontracted back to UMass Chan by the new institution to fund graduate students completing degrees, or to cover work that will not be transferred? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>(e) Has the PI discussed/notified the funding agency of the intended transfer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>  <i>If yes, please provide any relevant details in the Comments section below.</i></p> <p>(f) Name of the new institution where the PI intends to transfer the award : _____</p> <p>(g) New Institution Admin Contact: _____  <span style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> <span>Name</span> <span>Phone</span> <span>Email</span> </span></p>	

DEPARTMENT CHECKLIST	Yes	No	Completed
(a) Personnel appointed to this award should be transferred off the project by the relinquishment date. Personnel that will not be retained must be notified in accordance with UMass Chan HR policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) The Dept. will ensure the PI has certified effort in the ECRT system prior to their departure from UMass Chan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Have any inventions been disclosed under the award, or does the award involve use of patented material or material made available to the University under a Material Transfer Agreement? If yes, contact <a href="#">BRIDGE</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Will any equipment be transferred to the new institution? <i>If yes, please specify and contact <a href="#">Asset Management</a> for assistance.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Does the transferring project have any of the following compliance items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Human Subjects Research (IRB)</a> <i>If yes contact the IRB office to closeout the protocol.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Animal Research (IACUC)</a> <i>If yes, contact the IACUC office to closeout the protocol and arrange animal transfers.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Biohazardous Material/Recombinant DNA (Environmental Health &amp; Safety)</a> <i>If yes, contact EH&amp;S for assistance with disposal/transfer of materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Radioactive Materials</a> <i>If yes, contact the Radiation Safety Dept. for assistance with disposal/transfer of materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Agency-Specific Transfer Forms required:			
NIH: <a href="#">PHS 3734</a> (Relinquishment Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NIH: <a href="#">HHS 568</a> (Final Invention Statement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: