

UMASS CHAN INCOMING PI – AWARD TRANSFER CHECKLIST

Principal Investigator: _____ eRA Commons ID: _____ Start Date: _____
 Sponsoring Agency _____ Agency Award No. _____
 Will the Incoming PI have a joint appointment with the Veterans Administration? Yes No

UMass Chan Participation Agreement

In order to be activated as a Principal Investigator in RMS & PeopleSoft, the incoming PI must read and sign the [participation agreement](#) and then submit the original to the Office of Sponsored Programs for processing. Please contact OSP at 508-856-2119 if you have any questions about this requirement.

Relinquishing Institution Information

Institution Name: _____ Administrative Contact: _____
 Date Award will be relinquished: _____ Contact Phone: _____ E-mail _____

Relinquishing Institution Documentation

1. Copy of initial proposal and award statement
2. Copy of latest progress report
3. Copy of Relinquishment letter or signed agency relinquishment form
4. If original award had cost-sharing, provide in the comments below how that cost-share will be fulfilled at UMass Chan.

Comments: _____

Compliance Information

YES **NO**

- Are Human Subjects Involved? If yes, contact the [IRB Office](#) to begin the protocol review and approval process.
- Are Vertebrate Animals involved? If yes, contact the [IACUC Office](#) to begin protocol review and approval process.
- Does project involve biohazardous materials/recombinant DNA? If yes, contact the [IBC Office](#) for assistance.
- Does the project involve the use of radioactive materials? If yes, contact the [Radiation Safety Office](#).
- Does the project involve the use of rDNA or Biohazardous Materials? If yes, contact [Environmental Health & Safety](#).

All individuals meeting the UMass Chan FCOI policy definition of an Investigator are required to complete the Summary Disclosure of Financial Interests (SDFI) Form. The policy and forms are available on the [FCOI website](#). An affirmative disclosure will require institutional review and treatment before UMMS approves setting up the award. The Office of Sponsored Programs will confirm that the required FCOI training is current for all identified Investigators. Training must be current before the award can be approved for set up.

Subaward/Subrecipient Information

YES **NO**

Will the incoming grant transfer require any subawards? If yes, identify below, or please attach a spreadsheet:

Subrecipient 1: _____ Contact: _____ E-mail: _____
 Subrecipient 2: _____ Contact: _____ E-mail: _____
 Subrecipient 3: _____ Contact: _____ E-mail: _____

Material Transfer Information

YES **NO**

Will any material(s) be provided from the original institution? If yes, please contact [BRIDGE](#) to initiate the transfer of the materials.

Equipment Information

YES **NO**

Will any equipment be transferred from the prior institution? If yes, contact [Asset Management](#) for assistance.

Provisional Account Information

YES **NO**

Do you intend to request a provisional account for the incoming investigator? If yes, please use the [Advance Account Form](#) to establish a chartfield in PeopleSoft.