

REQUEST FOR AWARD TRANSFER

8/2025

Submit this completed form to Office of Sponsored Projects whenever the Principal Investigator is transferring an award from a federal or non profit funding agency to another institution when leaving MSU before the scheduled end date of the grant, contract, or cooperative agreement from those agencies. For industry-funded awards, contact your OSP research administrator for guidance.

Principal Investigator:		Legal Business Name of the new institution where the PI intends to transfer the award:	
Administering Department:		New Institution Contact Name, Phone, Email:	
Grant No.:	PI MSU ID:	New Institution Unique Entity Identifier (UEI):	Please obtain this information from the new institution's sponsored projects office officer or administrator.

AWARD TRANSFER INFORMATION

Attach the funding agency's required transfer forms (if applicable) and complete the questions below. If needed, OSP administrators may contact the PI to discuss the details of the transfer.

- (a) Sponsor Name: _____
- (b) Date PI will leave MSU: _____ Date that award will be relinquished: _____
- (c) Does this award involve the use of:
- | | | | |
|-------|--|----------------------|--|
| IRB | ☐ Yes ☐ No | Biosafety | ☐ Yes ☐ No |
| IACUC | ☐ Yes ☐ No | Conflict of Interest | ☐ Yes ☐ No |
- (d) Does this award involve cost-sharing? ☐ Yes ☐ No
- (e) Does this award involve one or more subcontracts? ☐ Yes ☐ No
- If yes, has the subcontract(s) been formally closed out or terminated? ☐ Yes ☐ No
- Name of the subcontractor(s): _____
- (f) Will any award-acquired equipment be transferred to the new institution? ☐ Yes ☐ No
- If yes, please specify: _____
- (g) Will any portion of this project need to be subcontracted back to MSU by the new institution? ☐ Yes ☐ No
- (h) Has the PI discussed/notified the funding agency of the intended transfer? ☐ Yes ☐ No
- If yes, please provide any relevant details in the Comments section below.
- (i) Amount to be transferred to the new institution: \$ _____
Must be completed and/or confirmed by Sponsored Programs Accounting
- (j) 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? ☐ Yes ☐ No
- (k) Agency-Specific Transfer Forms attached (if applicable):
- ☐ NIH - PHS 3474 (Relinquishment Form) and PHS 568 (Final Invention Statement)
- ☐ NSF - Research.gov Transfer Request
- ☐ Other (please specify below): _____

Comments:

SIGNATURES DESIGNATING APPROVAL FOR THE TRANSFER

PI Relinquishing Award:	Department Head:	Dean/Director:
VP Research or VP DAFVM	Sponsored Programs Accounting:	Office of Sponsored Projects: