

## REQUEST FOR AWARD TRANSFER OR RELINQUISHMENT

*Submit this completed form to OSP whenever the Principal Investigator is transferring an award from or to another institution, or leaving UMBC before the normal end date of a grant, contract or cooperative agreement.*

Principal Investigator:

Agency and Award Number:

Administering Department:

Peoplesoft Award and Project Number:

Name of Dept. Contact:

Dept. Contact Email and Phone Number

***Attach the funding agency's required transfer forms (if applicable) and complete the questions below.***

(a) Date PI will leave UMBC:

Date that award will be relinquished:

(b) Does this award involve the use of Human Subjects?

Yes

No

(c) Does this award involve cost-sharing?

Yes

No

(d) Does this award involve one or more subcontracts?

Yes

No

If yes, has the PI/dept notified the subcontractor(s) of the pending transfer?

Yes

No

Name of the subcontractor(s):

(e) Will any award-acquired equipment be transferred to the new institution?

Yes

No

If yes, please specify:

(f) Will any portion of this project need to be subcontracted back to UMBC by the new institution?

Yes

No

(g) 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.*

(h) Name of the new institution where the PI intends to transfer the award :

(i) Estimated expenditures at time of transfer:

Estimated unexpended balance that will be transferred:

(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:  FastLane Grant Transfer Request

Other:  (specify):

*Additional Comments:*

**SIGNATURES DESIGNATING APPROVAL FOR THE  
RELINQUISHMENT/TRANSFER:**

Principal Investigator	Date
Department Chair	Date
Dean	Date
Office of Sponsored Programs	Date