

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