

Change of Grantee Institution (Grant Transfer) National Institute of Health (NIH)

NIH Incoming Transfer Application Process*

The following process is applicable for incoming Principal Investigators with active NIH grant(s) to be transferred to GW. To be successful, this process is dependent upon cooperation with the relinquishing institution and validation/acceptance from the NIH Grant Management Program Officials.

PI and Institution responsibilities:

- ✓ The current grantee (institution) must agree to relinquish the grant
- ✓ Required transfer documentation is submitted to NIH's Grants Management and Program Officer by relinquishing and new institutions
- ✓ Direct Costs do not exceed the Notice of Award for the remaining period
- ✓ Research Plan is not significantly changed and the new facility(ies) meet the requirements for successful completion of the statement of work
- ✓ The transfer package meets all NIH administrative requirements

* Grant transfer instructions may vary according to RFA/PA and Agency

Step	Action	Process Owner	Duration
1	<ul style="list-style-type: none"> <input type="checkbox"/> Request grant transfer instructions from NIH Grant Manager and notify the Program Officer. <input type="checkbox"/> Prepare a listing of Equipment to be transferred as part of Relinquishing Statement (PHS 3734) <input type="checkbox"/> Notify former institution administration and request relinquishing statement and Final Invention Statement. 	PI	Upon acceptance of offer
2	<ul style="list-style-type: none"> <input type="checkbox"/> Forward relevant grant proposal submitted at the former institution, the latest Notice of Award, and contact information for Sponsored Project Staff at relinquishing institution. <input type="checkbox"/> Forward grant transfer instructions received from NIH program officer, if any. 	PI	As soon as possible
3	<ul style="list-style-type: none"> <input type="checkbox"/> Review Grant Transfer Instructions, review checklist, create timeline and list of responsibilities for the PI and Pre-Award. <input type="checkbox"/> Follow up on the status of Relinquishing and Invention statements, Review Grant Relinquishment Statement/Final Invention Statement HHS 568 and Equipment Transfers, once reviewed. 	PI and Preaward Administrator	Within 3 business days of receiving documents in step 2 above
	<i>If applicable:</i> Initiate Transfer/Approval process(es) for IRB/IACUC/CITI. See links for respective offices. http://research.gwu.edu/research-integrity	PI	As soon as possible
4	Discuss submission deadline, checklist responsibilities, personnel transfers, and create draft internal budget with placeholder numbers based on estimated direct costs to be relinquished by the former institution. Prorate budget for remaining period and prepare full year budgets for remaining years.	PI/Pre-Award	
5	<ul style="list-style-type: none"> <input type="checkbox"/> Route internal budget to PI and Chair IPF Approval form. <u><i>We will create the package with the following:</i></u> <input type="checkbox"/> PHS 398 (FP1) Facepage: Add following text to the top of page: *CHANGE OF GRANTEE ORGANIZATION* <input type="checkbox"/> PHS 398 (FP2) List of Key Persons, Abstract & Relevance Statement <input type="checkbox"/> PHS 398 (FP3) Table of Contents <input type="checkbox"/> PHS 398 (FP5) Budget for Entire Proposal <input type="checkbox"/> PHS 398 Checklist Page / Resource Page <input type="checkbox"/> SF424 R&R (<u>Detailed</u> budget and justification) <input type="checkbox"/> Biosketches (required for all Key Persons) <input type="checkbox"/> Other Supports (required for all Key Persons) <input type="checkbox"/> Progress Report (limited to 2 pages) <input type="checkbox"/> Literature Cited <input type="checkbox"/> Research Plan (differentiate new text: e.g. <i>change color</i>) <input type="checkbox"/> Revised Letters of Support (contact Key Persons early) <input type="checkbox"/> Address the Effect of Move <input type="checkbox"/> Cover Letter (Address the letter to the Grant Management Official) 	Pre-Award	
6	Meet with PI and review the final application package	PI/Pre-Award	

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7	Submit transfer application as single PDF file to the OVPR.	Pre-Award and AOR	
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