### 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

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<th>Step</th>
<th>Action</th>
<th>Process Owner</th>
<th>Duration</th>
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| 1    | Request grant transfer instructions from NIH Grant Manager and notify the Program Officer.  
      | □ Prepare a listing of Equipment to be transferred as part of Relinquishing Statement (PHS 3734)  
      | □ Notify former institution administration and request relinquishing statement and Final Invention Statement. | PI | Upon acceptance of offer |
| 2    | □ Forward relevant grant proposal submitted at the former institution, the latest Notice of Award, and contact information for Sponsored Project Staff at relinquishing institution.  
      | □ Forward grant transfer instructions received from NIH program officer, if any. | PI | As soon as possible |
| 3    | □ Review Grant Transfer Instructions, review checklist, create timeline and list of responsibilities for the PI and Pre-Award.  
      | □ 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 |
|      | If applicable: Initiate Transfer/Approval process(es) for IRB/IACUC/CITI. See links for respective offices. [http://research.gwu.edu/research-integrity](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    | □ Route internal budget to PI and Chair IPF Approval form.  
      | [We will create the package with the following:](#)  
      | *CHANGE OF GRANTEE ORGANIZATION*  
      | □ PHS 398 (FP1) Facepage: Add following text to the top of page:  
      |  
      |   *PHS 398 (FP2) List of Key Persons, Abstract & Relevance Statement*  
      |   *PHS 398 (FP3) Table of Contents*  
      |   *PHS 398 (FP5) Budget for Entire Proposal*  
      |   *PHS 398 Checklist Page / Resource Page*  
      |   *SF424 R&R (Detailed budget and justification)*  
      |   *Biosketches (required for all Key Persons)*  
      | □ Other Supports (required for all Key Persons)  
      | □ Progress Report (limited to 2 pages)  
      | □ Literature Cited  
      | □ Research Plan (differentiate new text: e.g. change color)  
      | □ Revised Letters of Support (contact Key Persons early)  
      | □ Address the Effect of Move  
      | □ 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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<th>Submit transfer application as single PDF file to the OVPR.</th>
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Pre-Award and AOR