



Tuesday Tips is an outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Principal Investigator & Award Transfers

Overview

The transfer of a Principal Investigator (PI), and subsequently an award, from one institution to another is a complex and time-consuming action, and a number of potential issues should be addressed prior to the transfer. An award transfer to a new institution is not simply the change of a name on the award documents.

Intended for research administrators, this page covers the information needed and actions taken when a PI transfers institution. Here you will find information to effectively facilitate the transfer of a PI into, or out of, the University of Alaska Fairbanks (UAF).

All grants and contracts, both Federal and non-Federal, are awarded to University of Alaska, not directly to Principal Investigators. If a PI wants to change institutions, the UAF will determine on a case-by-case basis whether it will retain, transfer, or terminate the award. As the grantee institution, the UAF must approve the relinquishment of an award to formally transfer an award the PI's new institution. The awarding agency or sponsor must also approve all grant/contract transfers.

To initiate a typical transfer, the UAF first submits, using a process defined by each sponsor, a transfer request. If the sponsor approves the request, the UAF will begin the process of closing out the award. At the same time, the new institution will submit a proposal to the sponsor for the remaining funds. After completing both the closeout and proposal review stages, the sponsor will issue a new award to the new institution. This is generally not a quick process, and it can easily take two to three months. It is important to allocate enough time to the transfer process; therefore, the request should be made well prior to the expected start date at the new institution.

As straightforward as this process sounds, there are several factors to consider. Including, but not limited to, the following:

1. Will the grant be transferred, or will a new PI be named at UAF?
2. If the award is staying at the UAF, will there be a subaward issued to the new institution?
3. If the award is transferring and there are project staff members staying at UAF, will there be a new subaward issued back to UAF from the new institution?
4. Are there subawards on the current award? All active subawards will need to be closed out prior to the transfer.
5. What will be the relinquishment date (generally, last day at UAF)?
6. What is the unobligated balance to be transferred to the new institution? This is the amount unspent/unencumbered at the relinquishment date and may involve some estimates by the PI.
7. Are there any cost share obligations under the award? Will the new institution agree to take these on?
8. Has there been any intellectual property developed?
9. Is there any equipment associated with this award that is to be transferred to the new institution?
10. Are there any compliance protocols (IRB, IACUC, IBS etc.) to close out?
11. Is there a lab to be closed?
12. Will any related project staff members, such as graduate students, transfer to the new institution with the PI?

For additional information visit the [Office of Grants and Contracts Administration](#)