

**Change of Grantee Institution National Institute of Health (Federal Awards)
Step by Step Procedure**

Category: NIH Grantee Transfer

Applicable Ranks: The following steps apply to incoming **Principal Investigators** with active NIH grant(s) to be transferred. The following steps require cooperation from the relinquishing institution and validation from the NIH Grant Management Program Officials:

1. PI and Administrative Officers responsibilities:
 - a. The original grantee (institution) has agreed to relinquish the grant
 - b. Transfer documentation is submitted to NIH's Grants Management and Program Officer
 - c. Direct Costs do not exceed the Notice of Award for the remaining period
 - d. Research Plan cannot be significantly changed and the new facilities meet the needs for successful completion
 - e. The transfer package meets all other NIH administrative requirements

Each grant transfer instructions may vary according to RFA/PA and Agency.

Step	Action	Responsible Person	Duration
1	<ul style="list-style-type: none"> • 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 • Request relinquishing statement and HHS568 Invention statement from the former institution. • 	PI	As soon as UNC offer is accepted
	<ul style="list-style-type: none"> • • Forward relevant grant proposal submitted at the former institution, the latest Notice of Award, and contact information for Grants Admin folks at former institution. • Forward grant transfer instructions received from NIH if any. 	PI	As soon as possible
3	<ul style="list-style-type: none"> • Review Grant Transfer Instructions, create checklist, create timeline and list of responsibilities for the PI and Pre-Award • Follow up on the request for Relinquishing and Invention statements, Review Grant Relinquishment Statement/Final Invention Statement HHS 568 and Equipment Transfers • 	Pre-Award	Within 3 business days of receiving documents in step 2 above
	If applicable, Initiate Transfer process for IRB / IACUC / CITI . See links for respective offices. <i>Click UNC CITI for CITI transfer details.</i>	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 and Pre-Award	
5	<ul style="list-style-type: none"> • Route internal budget to PI and Chair IPF Approval form. <i>We will create the package with the following:</i> • PHS 398 (FP1) Facepage: Add following text to the top of page: **CHANGE OF GRANTEE ORGANIZATION** • 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). Modular budget if original award was modular • Biosketches (required for all NEW Key Persons) 	Pre-Award	

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	<ul style="list-style-type: none"> • Other Supports (required for all Key Persons) • Progress Report (guideline limitations may apply). • 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). 		
6	Meet with PI and review the final application package (Create 1 PDF file).	PI/ Pre-Award	
7	Submit Ramses IPF to the Office of Sponsored Research.	Pre-Award and OSR	