

Guidelines for the Transfer Out of NIH Grants

If you are the Principal Investigator on an active NIH grant and are leaving UNMC, you might be able to transfer your grant to your new institution, depending on:

- Time and funds remaining
- Progress of the project toward the original goals
- Facilities and resources available at your new institution

To ensure a smooth transfer, please initiate the process **early**, preferably several months in advance of your anticipated departure date.

The NIH requires **three documents** be submitted by UNMC via the eRA Commons:

Document	Due	Submitted by	Considerations
Relinquishment Statement	Before the requested relinquishment date, preferably several months in advance	SPAdmin , with input from Principal Investigator, department chair, and Sponsored Programs Accounting	<ul style="list-style-type: none"> • Requested transfer date • Anticipated balance of current budget period funds (direct and indirect) <ul style="list-style-type: none"> ○ Consider outstanding commitments ○ Do not include funds carried forward from previous budget periods • Equipment to be transferred <ul style="list-style-type: none"> ○ If purchased during the current cycle
Final Invention Statement	Within 120 days after the relinquishment date	SPAdmin , with input from Principal Investigator and UNeMed	<ul style="list-style-type: none"> • Any inventions that were conceived or first actually reduced to practice during the project to date <ul style="list-style-type: none"> ○ Also need to be reported by UNeMed to iEdison
Final Federal Financial Report	Within 120 days after the relinquishment date	SPAccounting , based on SAP	<ul style="list-style-type: none"> • Expenditures <ul style="list-style-type: none"> ○ Unobligated balance of grants funds should be zero

Grants are generally made to the university, not the **Principal Investigator**, so coordination with your **department chair**, **SPAdmin**, and **Sponsored Programs Accounting** is essential.

Principal Investigator	<ul style="list-style-type: none"> • Seeks approval from the department chair to transfer the grant • Discusses any potential issues with the NIH prior to submitting documentation • Provides input on Relinquishment Statement • Provides input on the Final Invention Statement • Provides input on the SAP financial reports
Department chair	<ul style="list-style-type: none"> • Approves or rejects the PI's request to transfer the grant • Approves or rejects the PI's request to transfer grant-purchased equipment • Considers impacts of the transfer on UNMC (e.g., co-investigators, technicians, comparative medicine charges)
Sponsored Programs Accounting	<ul style="list-style-type: none"> • Estimates the anticipated balance for the Relinquishment Statement • Submits the Final Federal Financial Report
SPAdmin	<ul style="list-style-type: none"> • Submits the Relinquishment Statement • Confirms invention information with UNeMed's records • Submits the Final Invention Statement

Other consideration:

- Will your new institution need to **subcontract** back a part of the award to cover co-investigators, technicians, or comparative medicine charges at UNMC?
- Depending on the transfer date, you will submit your next **progress report** from either UNMC or your new institution.
- Putting SPAdmin in **contact** with your new sponsored programs office will facilitate the flow of information needed for your new institution to submit your transfer application.

Resources

- NIH Grants Policy Statement – [Change of Grantee Organization](#)

SPAdmin wishes you continued success in your career!