

Guidelines for the Transfer In of NIH Grants

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

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

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

Grants are generally made to the university, not the Principal Investigator, so coordination between your **previous institution** and **UNMC** is essential.

Previous institution	<ul style="list-style-type: none"> • Relinquishes its interest in the grant by <ul style="list-style-type: none"> ○ Submitting a Relinquishment Statement ○ Submitting a Final Invention Statement ○ Submitting a Final Federal Financial Report
UNMC	<ul style="list-style-type: none"> • Assumes the administrative, fiscal, and scientific responsibility for the grant by <ul style="list-style-type: none"> ○ Submitting a transfer application ○ Receiving a Notice of Award (NOA) from the NIH

To submit a grant application at UNMC, **internal** and **external** documentation is required.

Internal	<p>Internal routing and budget forms</p> <ul style="list-style-type: none"> • Are completed in ADIS with the help our your new departmental administrator • Gather basic information about your project • Calculate the budget, based on UNMC’s fringe benefits and F&A rates • Are routed electronically for institutional review and signature
	<p>Copy of documents submitted by previous institution</p> <ul style="list-style-type: none"> • Funded application • Most recent Notice of Award • Most recent progress report • Relinquishment Statement <ul style="list-style-type: none"> ○ UNMC’s transfer application will request the anticipated balance of direct funds, plus indirect funds based on UNMC’s federally-negotiated F&A rate • Final Invention Statement, when available • Final Federal Financial Report (FFR), when available <ul style="list-style-type: none"> ○ After the NIH accepts the FFR, any unexpended funds should be transferred to UNMC
External	<p>Change of Grantee Organization (“Type 7”) application (currently Funding Opportunity Announcement PA-18-590)</p> <ul style="list-style-type: none"> • To submit applications electronically via Grants.gov, UNMC uses Cayuse424, which: <ul style="list-style-type: none"> ○ Pre-populates applications with institutional information ○ Allows multiple users to work on an application ○ Validates applications before submission

Other consideration:

- If your project involves **human or animal subjects**, early communication with the UNMC [Institutional Review Board](#) or UNMC [Institutional Animal Care and Use Committee](#) is recommended.
- Will UNMC need to **subcontract** back a part of the award to cover co-investigators, technicians, or comparative medicine charges at your previous institution?
- Your new [Grants and Contracts Specialist](#) can affiliate your **eRA Commons account** with UNMC.
- UNMC authorizes the use of **advance accounts** for pre-award spending.
- Depending on the transfer date, you will submit your next **progress report** from either your previous institution or UNMC.
- Putting SPAdmin in **contact** with your previous sponsored programs office will facilitate the flow of information needed for UNMC to submit your transfer application.

Resources

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

SPAdmin welcomes you to UNMC!