

Transferring a National Science Foundation (NSF) Grant

Steps:

- Notify your Department Chair.
- Notify the Program Officer at NSF.
- Notify SPA.
- A PI Transfer Request must also be initiated by the PI via Research.gov. Detailed instructions on submission of the transfer request are available in the most current Proposal & Award Policies & Procedures Guide.
- Generate a memo requesting transfer of the award. The memo should be from the Principal Investigator addressed to the Office of Research and Economic Development, and should include:
 - PI's name
 - Agency name
 - Grant/Award number
 - Amount of unobligated funds remaining
 - Institution to which transfer is requested
 - Contact information for a Grants Manager or Authorized Representative at recipient institution
 - Requested date of award's termination at USA
 - Signature of Principal Investigator
 - Signature of PI's Department Chair
 - Submit the signed letter and completed form to SPA at awards@southalabama.edu.

Transferring a National Institutes of Health (NIH) Grant

Steps:

- Notify your Department Chair.
- Notify the Program Officer at the awarding NIH institute or center
- Notify SPA.
- Complete the form PHS 3734, "Official Statement Relinquishing Interests and Rights in a Public Health Service Research Grant." This form is available in pdf format on-line, with some of the fields pre-populated for your convenience.
- Generate a memo requesting transfer of the award. The memo should be from the Principal Investigator addressed to ORED, and should include:
 - PI's name
 - Agency name
 - Grant/Award number
 - Amount of unobligated funds remaining
 - Institution to which transfer is requested
 - Contact information for a Grants Manager or Authorized Representative at recipient institution
 - Requested date of award's termination at USA
 - Signature of Principal Investigator
 - Signature of PI's Department Chair
 - Submit the signed letter and completed form to SPA at awards@southalabama.edu.
 - SPA will submit the Relinquishing Statement in eRA Commons.

Transferring Awards from other Agencies/Corporations/Foundations

Steps:

- Notify your Department Chair.
- Notify the Program Officer at the awarding entity.
- Notify SPA.
- Complete any agency/corporation/foundation form(s) as identified by your Program Officer and/or SPA.
- Generate a memo requesting transfer of the award. The memo should be from the Principal Investigator addressed to ORED, and should include:
 - PI's name
 - Agency name
 - Grant/Award number
 - Amount of unobligated funds remaining
 - Institution to which transfer is requested
 - Contact information for a Grants Manager or Authorized Representative at new recipient institution
 - Requested date of award's termination at USA
 - Signature of Principal Investigator
 - Signature of PI's Department Chair
 - Submit the signed letter and completed form to SPA at awards@southalabama.edu.