Purpose
Define the process for transferring a sponsored program award from ECU to another institution.

Introduction
Sponsored programs awards (grants/contracts) are made to institutions, not directly to Principal Investigators. Ultimately, responsibility for administration of an award rests with the grantee institution. However, on occasion, the PI will move to another institution and it may be determined that it is in the best interests of the project to move the award to the new institution. To accomplish this, all of the relevant parties must agree to the transfer (sponsor, existing grantee and new institution). The grantee institution must ‘relinquish’ the grant and equipment, if any, and the awarding agency must approve all grant/contract transfers from one organization to another and the new institution must agree to accept the award.

Procedure
1) The Principal Investigator (PI) notifies OSP of intent to move to another institution;
2) OSP sends PI a link to Grant Transfer Notification form which provides necessary instructions; and
3) The Office of Grants and Contracts (OGC) will assume responsibility for the transfer process.

Exceptions
On occasion it may be determined that it is in the best interests of the project to retain the award at ECU but issue a new subaward to the PI’s new institution. In such instances, OSP should follow sponsor guidelines and/or contact the sponsor for appropriate approvals.