TO: Chair and Dean

FROM: PI

RE: Purchased with funding provided by: Sponsor Name

UNO Grant #: \_\_\_\_\_\_ ; UNO Award #: \_\_\_\_\_\_\_

Project Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Project Period: MM/DD/YEAR through MM/DD/YEAR.

UNO Award Termination: MM/DD/YEAR (no charges may post after this date)

DATE: MM/DD/YEAR

My appointment at UNO ends on **MM/DD/YEAR** and my appointment at the new institution begins on **MM/DD/YEAR**. I am requesting university approval to transfer the grant listed above from UNO to my new institution.

The estimated unspent or unobligated monies in the grant fund are $\_\_\_\_\_\_\_ in direct costs and $\_\_\_\_\_\_ in F&A/indirect costs as of **MM/DD/YEAR**, the date of the transfer.

The individual coordinating the transfer at the new institution is:

Name of Individual:

Name of Institution:

Address:

Telephone #:

Fax #:

E-mail:

My contact information at the new institution will be:

Address:

Phone:

Fax:

Email:

I acknowledge that certain restrictions apply:

* The sponsor may not allow the award to be transferred.
* I will provide all technical reports and required information for **all awards**—not just the one being transferred—to the UNO Office of Research and to the funding agency.
* I understand that any transfer of UNO equipment to the new institution must be approved in a separate written request by the appropriate UNO Chair, Dean/Director, Vice President, and Property Control Management.

There are/are not final invention or intellectual property issues. *(If yes, please describe briefly.)*

There are/are not subawards, professional service contracts, or other external obligations to outside agencies. *(If yes please describe briefly.)*

There are/are not materials to be transferred. *(If yes please describe briefly.)*

I understand that, if this request is approved, I will need to submit termination payroll actions or other payroll forms with the end date of the grant and that all purchase orders, spend authorizations, and other encumbrances need to be cleared.

*I understand that as the PI, it is my responsibility to work with my department to provide the final figures for the relinquishment amount of the award to be moved to the new institution. If there are trailing charges that I have requested during my appointment at UNO that are not paid on UNO’s final invoice to the sponsor, I agree to issue a subcontract to UNO from my new institution to cover the charges. I understand that UNO may not approve the transfer of the award until UNO’s final invoice is paid.*

Sincerely,

Principal Investigator

**APPROVALS:**

College Dean Department Chair

Provost, Senior VP, and Executive Director of   
Research & Economic Development