

Transferring NIH Grants: Bridging Two Institutions

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Objectives

- Gain an in-depth understanding of the Change of Grantee Organization Application process
- Understand the general timing of events
- Tips to help minimize transfer delays

New Faculty Recruit is NIH Funded Now What?

- Meet with the Principal Investigator (PI) as soon as the ink is dry on the offer letter
 - **Before They Arrive****
- Review all external funding at their current institution
- Request copies of applications and notices of award (NOA)
- Review project periods to determine how much time remains on each award
 - Will a subaward back to the current institution be needed?
 - Does a PI change make more sense than a transfer? Not all grants need to be transferred

Principal Investigator To-Do List

- PI should Contact his/her Program Officer (PO) and Grants Management Specialist (GMS) to discuss possibilities
 - They will guide on Change of Grantee Application vs Change in PI
 - They may guide on submission preference – paper vs electronic
- Notify his/her current Research Administrator to work on relinquishing the grant
- Complete Conflict of Interest Disclosure
- Complete biosafety or other institutional training requirements
- Start IRB and IACUC applications



Research Administrator To-Do List

- Once the PO and GMS give the green light to transfer, begin the Change of Grantee Application (Type 7 Parent)
 - Current Parent Announcement PA-18-590 (expires 1/26/21)
- If submitting via paper/email – download PHS 398 forms per GMS direction
- If submitting electronically (recommended) – 3 options
 - ASSIST
 - Institutional System to System (S2S)
 - Grants.gov Workspace



Research Administrator To-Do List Continued...

- Request a Research Administrative contact at the current institution
- Obtain a relinquishing amount if mid-year transfer
- Confirm no changes will be made to the Research Strategy
- Create a checklist of required documents for the PI
- Get to work on the budget!

Budget Considerations

- Electronic submission requires a detailed R&R budget regardless of the type of budget used on the original submission (modular or detailed).
- Project Period can only be for the amount of time remaining on the original award.
- Anniversary date transfers –use direct cost total from NOA for all budget periods



Budget Considerations Continued...

- Mid-year transfers require partial year budget based on expected relinquishing amount
- PI Effort – new salary is likely higher
- Will they bring post docs or technical staff?
- New Subawards? - Sub F&A will likely have to be factored into the direct cost total.
- Updated animal care costs – varying per diem rates across institutions, transfer time and quarantine
- Core facilities/services – updated rates

Application Components - Updates

- Research Strategy
 - Statement indicating whether the overall research plans/aims have changed from the original submission
 - If anniversary date, include a progress report for the current year and a statement regarding goals for the upcoming year.
- Updated Biographical Sketches from all senior/key personnel
- Updated Other Support Pages

Application Components Updates Continued...

- Facilities and Other Resources –
 - replace with new facilities and equipment available
 - include probable effect of the move on the project
- Equipment – only items purchased with the grant funds that are to be transferred
- Vertebrate Animals – should include new facility info
- Human Subjects – may need to transition to Forms E
- IACUC and IRB Approval letters at the new institution

Application Components Updates Continued...

- Consortium/Contractual Arrangements (if applicable)
- R&R Budget forms
- Updated budget justification
- Updated Multi-PD/PI Leadership Plan (if applicable)
- Letters of Support – including a letter from the new Chair
- Authentication of Key Biological and Chemical Resources- may not have been included in original submission

Application Components - Recycle



- Specific Aims – unless changing
- Project Summary/Abstract
- Project Narrative
- Bibliography/References Cited – unless Research Plan changed
- Select Agent Research (if applicable)
- Resource Sharing Plan (if applicable)
- Cover Letter Attachment - not allowed in Type 7

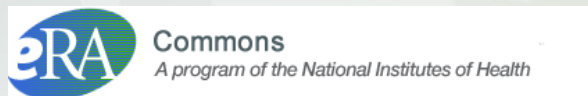
Relinquishing Statement

- Must be submitted prior to transfer application to “match” in eRA Commons
- Amount should only be for the **current budget period** expected balance (no prior year carryover).
- Prior years carryover will be transferred after Final Fiscal Report is received from the prior institution.



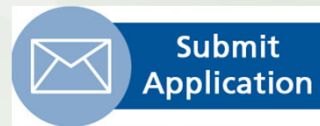
Updates to eRA Commons

- Affiliate PI with new institution for the transfer
- PI must change their primary institution
- Update profile with new address, email, phone
- Request PI assigns you as a delegate in Commons



Submission and Follow-up

- Confirm Relinquishing Statement was submitted and request a copy
- Submit to NIH (preferably prior to PI start date)
- Notify the PO and GMS when the application is officially submitted
- Follow-up with former institution on Final Financial Report and Carryforward
- Follow-up with GMS regularly until NOA is issued



Transfer Complete!



