

## **Transfer of Principal Investigator to Another Institution**

It is the practice of UMass Amherst to allow investigators to take their grants with them – with explicit department head and dean approval – when they transfer to another institution. Because grants are typically issued to the University and not to the individual investigator(s), it is necessary for formal notification to be sent to the sponsoring agency, relinquishing the project and requesting approval to transfer the award to the new institution. Many sponsors have specific procedures and forms for accomplishing this process. The disposition of equipment purchased under active grants is usually specified in the terms and conditions of the award. Where equipment has been purchased with University funds, items typically will not be transferred without arrangement for fair compensation to the University for the equipment. Bringing timely resolution to outstanding commitments – including personnel and non-personnel costs – requires a coordinated effort with the Controllers Office in order to determine a transfer balance amount.

The steps below are offered as guide to facilitating resolution of these issues:

1. Establish a departure date and informally contact your sponsor(s) indicating your desire to transfer your project(s).
2. Notify the department and Dean and request a signed memo for OPAM concurring with your wish to transfer your active awards to another institution.
3. Contact OPAM to determine your sponsor's requirements and to initiate the formal transfer process.
4. Contact the controller's area to initiate closeout procedures with all accounts so an accurate balance of unexpended funds can be reported on the transfer request. This will include resolving outstanding encumbrances for personnel and non-personnel items.
5. Coordinate with the Property Office to identify all equipment items that you are requesting be transferred, as well as the disposition of other remaining items contained on inventory records, particularly items which may be deleted from the active inventory based on age or use.