

Relinquishment/Grant Transfer Form

A PI moving to another institution must complete this form to Relinquish/Transfer an award and take the project with them. The form must be signed by the PI and Department Chair or Director, etc. Email the form to your Grants Officer (GO) in Grants & Contracts Accounting. Your GO will assist you in making your award transfer to your new institution. A separate form must be filled out for each transfer.

PI Name	
UND Project #	
Sponsor Name	
Sponsor Award #	
Dept Contact	
Phone #	

Name of New Institution	
Effective Date of Transfer	

Estimated unexpended balance as of the effective date of transfer:

Direct Costs	
Indirect Costs	
Total	

List of equipment being transferred to the new institution:

UND Tag #	Serial #	Description

Sponsored Project Contact at new institution:

Contact Name	
Contact E-Mail	
Contact Phone	

Confirmation/Assurance: By submitting this form, the undersigned accepts relinquishment of the funds. Chair concurrence (required) may be included as an email submitted with this form or with Chair Signature below. Signature on behalf of the Chair is acceptable if department policy allows.

PI Signature	
PI Printed Name	
Chair Concurrence	
Printed Name	

Pending Proposals: If you have pending proposals where funding is imminent (for example, you've received a Just In Time request from the NIH, or a re-budgeting request from a federal sponsor), your Grants Officer will need to contact your new institution and find out if they want UND to relinquish the proposal, or to relinquish the award when funded.