

For transferring an NIH grant TO The University of Chicago:

1. Contact the Program Officer informing the agency of the PI's move and request specific transfer instructions.
2. Submit to BSD/ORS the PTF with:
 - a. Face page signed by the PI (with IRB/IACUC information);
 - b. Proposed budget (transfer year and future years, if applicable) and justification;
 - c. Workscope*;
 - d. Description of the effects the transfer will have on the project;
 - e. Description of Facilities and Resources at the new institution;
 - f. Biographical sketches and other support – as required by agency;
 - g. Checklist page;
 - h. A copy of the specific instructions received from NIH;
 - i. *Ideally*, a copy of the original grant and Notice of Grant Award.

*If transferring a grant at the time of a renewal or continuation, the entire proposal should be submitted with the pages marked “Change of Grantee Institution” at the top of each.

*If transferring a grant in the middle of a budget period, the workscope may be in the form of an abstract. Key personnel should be clearly noted.

For transferring an NIH grant FROM The University of Chicago:

1. Contact the Program Officer informing the agency of the PI's move and request specific instructions for transfer of grants.
2. Submit interdepartmental concurrence via a memo signed by PI, Dept. Chair, and submitted for Divisional endorsement with:
 - a. Relinquishing Statement (for federal awards);
 - b. [Invention and Patent Statement](#) (for federal awards);
 - c. List of equipment that was purchased with grant funds while at The University of Chicago and that plan to be moved to the new institution;
 - d. A copy of the specific instructions received from NIH.