

# anSRS4u

ANSWERS FOR YOU

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## PI Transfers

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TEXAS A&M UNIVERSITY  
Division of Research

# PI Transfers – Internal Process

A Guide When PIs Transfer: The transfer of a Principal Investigator (PI), and subsequently their awards, from one institution to another is a complex action, and numerous items should be discussed prior to a PI transfer. An award transfer from a current Grantee institution to a new institution is not simply the change of a name on the award documents.

- Please notify the research administrator at SRS as soon as it's determined.
- Work with department and SRS research administrator to identify all projects affected by this transfer.

Fun FACT: SRS does not see any termination requests in workday therefore we rely on the departments and faculty to communicate to us directly who is transferring.

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# PI Transfers – Internal Process

Notifying Department & SRS to Begin Process: Ensuring compliance with federal, state, and University regulations during PI transfers from one university to another is crucial.

- Internal Department Head, and/or Dean, and Center Director (*if applicable*) approval will be captured. Once approvals are captured, continue through the PI Transfer process.
- Maintain collaboration with the dept. to review and process expenditures to the projects that are preparing to be transferred.

# PI Transfers – Internal Process

## Review Grant Terms and Conditions, Scope, and Expenditures:

- Finalize submitting **all** expenditures onto the projects.
  - Project Effort (salary & fringe) for all individuals
  - Travel
  - Supplies and Other Costs
  - Equipment
  - Subrecipient Invoices (Potential termination of subawardees)
  - Cost Share

**FUN FACT: In most cases, expenses must be final before a PI Transfer can be submitted to a sponsor.**

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# PI Transfers – Internal Process

Compliance Check with All Units Necessary: Faculty, are these questions applicable to the research projects that you plan to transfer?

- Do you have human subjects? Please contact the HRPP Office [Human Research Protection Program \(HRPP\) – Division of Research \(tamu.edu\)](#)
- Do you have animals? Please contact the IACUC Office [Animal Use Protocol – Division of Research \(tamu.edu\)](#)
- Do you have biohazardous materials or recombinant DNA? Please contact Bio Safety Office [Research Compliance and Biosafety – Division of Research \(tamu.edu\)](#)
- Do you have intellectual property/inventions disclosed? Please contact the Office of Technology Commercialization (*Member Specific*)
- Do you have any unfunded agreements? Please contact the negotiation administration office [Unfunded Research Agreements – Division of Research \(tamu.edu\)](#)

# PI Transfers – Internal Process

Compliance Check with All Units Necessary: Faculty, are these questions applicable to the research projects that you plan to transfer? *(Cont.)*

- Do you have any data, samples, etc. you plan to transfer with you? Please contact the negotiation administration office [Unfunded Research Agreements – Division of Research \(tamu.edu\)](#)
- Do you have any equipment that you plan to transfer with you? Please contact the property office. *(Please note, sponsor approval may be required)*
- Have you worked with any other offices for your research projects that you need to reach back out to?

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# PI Transfer – External Process

Request to Sponsor: Once expenses are final, SRS will initiate a relinquishing/transfer request to the sponsor.

This is generally not a quick turnaround, it can easily take a few months to process. It is optimal to allocate as much time in advance as possible prior to the desired transfer date.

Here are a few items that could be requested by the Sponsor:

- Updated Project Budget
- Justification for PI Transfer
- Updated Other Support/Current and Pending
- Relinquishing Statement on Letterhead from SRS

# PI Transfers – External Process

Coordination with New Institution/Sponsor Approval: Once the sponsor approves the relinquish/transfer request, we will document the approval and begin to close out the award.

- Based on the sponsor, they may request an amendment to be processed formally documenting this request.
- Obtain new institutions sponsored office contact information to communicate the status of the transfer for them to anticipate incoming information.

**Fun Fact:** Note that while grants are often transferred between Grantee institutions, contracts are generally not as transferrable. Contracts may be terminated completely and re-issued to a new institution. Regardless of the award type, the steps outlined above should be followed. Any questions regarding this process may be directed to the Grants and Contracts Specialist assigned to the award.

**Fun Fact:** In some instances, some awards may not be able to be transferred. If so, we will work through those processes. (i.e. PI Change or subaward)

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# PI Transfers – External Process

## Sponsor Agency Specific Guidelines:

NSF: [Proposal & Award Policies & Procedures Guide \(PAPPG\) \(NSF 23-1\) | NSF - National Science Foundation](#)

NIH: [NIH Grants Policy Statement | grants.nih.gov](#)

NASA: [How To Guide - NASA Science](#)

USDA-NIFA: [NIFA Federal Assistance Policy Guide | National Institute of Food and Agriculture \(usda.gov\)](#)

# PI Transfer – Internal Process

Maintain Reporting Obligations/ Award Closeout: Conduct formal closeout procedures via Maestro

- Submit all final deliverables to sponsor by required deadline
- Conduct all final accounting and reconciliation practices
- Project termination via Maestro.
- Be prepared for any potential audits and maintain all documentation and records according to retention policies

# PI Transfers - Reminders

- Please communicate with your research administrator when a PI is transferring.
- It is never too early to loop in your research administrator.
- Remain in continuous communication with your research administrator regarding any sponsored projects.

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## THANK YOU

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