

Roles and Responsibilities for Grant Transfers at the University of Arizona

Roles and Responsibilities

Responsibilities	PI	Department	SPS	Property	CRS	VPR
Contact the Sponsor, Department, and SPS in advance of the transfer date	P	S				
Complete the Sponsors Relinquishing Form or Letter, Final Progress Report, Final Invention Statement	P	S				
Include documentation for the transfer, including lists of materials/equipment to be transferred	P	S		S		S - if transferring to an inst. outside the U.S.
Contact subrecipients to amend subcontracts, if any	P				P	
Review relinquishing forms and other documentation	S	S	P	P		P
Institutional Approval of the Transfer			P	S		P
Complete final financial report			P			
Resolve transfer of any cost sharing commitments	P	P	S			

P = Primary responsibility

S = Secondary responsibility