

# Roles and Responsibilities for Grant Transfers at the University of Arizona

## Roles and Responsibilities

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

**P = Primary responsibility**

**S = Secondary responsibility**