

GRANT TRANSFER/PRINCIPAL INVESTIGATOR DEPARTURE NOTIFICATION

TO: Sponsored Projects Fund Accountant, Post Award Team _____

FROM: _____

DATE: _____

RE: Relinquishment of Grant # _____, UA Account # _____

Please check the appropriate option. If grant will be transferred out, please complete section below.

_____ The department intends to appoint a suitable replacement for the existing PI at the University of Arizona. A request to the sponsoring agency to change PIs with the new PI's curriculum vitae will be submitted to your SPCS Post Award team for countersignature. An administrative change proposal must be submitted in UA Research to change the PI internally.

Name of new PI: _____

_____ The department agrees to relinquish the award to the existing PI's new institution. The department will forward the grant transfer documents to Sponsored Projects Services for signature.

Signature of Department Head or Dean

For grants to be relinquished:

Last date of employment at UA: _____

Name of PI's new institution: _____

Contact name and email address in Sponsored Projects office of PI's new institution: _____

Grant purchased equipment to be transferred to PI's new institution: _____

Institutions that UA has issued Subawards to: _____

This memo is strictly an internal U of A document and is not to be submitted to any sponsoring agency.