

**1**  
Contact Business Office to obtain a Purdue email & Duo access.

**2**  
Provide your offer letter with start date & salary to Pre-Award Specialist if you have not already started a position at Purdue.

**3**  
Contact Pre-Award at [proposal@purdue.edu](mailto:proposal@purdue.edu) with a list of all awards your previous institution has agreed to transfer to Purdue. A Pre-Award Specialist will be assigned to work with you.

**4**  
Complete the [Proposal Worksheet](#) for each award that will be transferred (need DUO access before this step can be completed).

## Awards Transfer Checklist

Use this checklist as a guide to transfer your institutional research related activity to Purdue. Reminder that your previous institution and the sponsor must agree to any transfer prior to Purdue accepting the award.

## Information Needed for Each Award Transfer

What is the relinquish date from your previous institution?  
The sponsor will need to confirm this date.

What is the unobligated balance to be transferred to Purdue?  
The sponsor will need to confirm this amount.

What amount of cost sharing will be required of Purdue?  
The sponsor will need to confirm this amount.

Will Purdue issue any subawards?  
If so, provide contact information for your collaborator(s).

Will any equipment be transferred to Purdue?  
Contact your department Business Office for guidance on this process.

Will any material or data be transferred to Purdue?  
Information and guidance can be found at: [Material Link](#) or [Data Link](#)

Are there any intellectual property matters to be addressed?  
Information and guidance can be found on the [Intellectual Property website](#).

Are there any regulatory approvals needed at Purdue?  
Information and guidance can be found on the [Regulatory Affairs website](#).

## Tips and Additional Information

- The transfer of an award from one institution to another is a complex and time-consuming action. Award transfers take on average up to 6 months to complete. Therefore, it is important to start early by notifying the previous institution's research administration office and Purdue Pre-Award.
- Stop all spending on the award as soon as practical. All expenditures must be completed and posted to the grant before the previous institution can start the process.
- The process for submitting transfer requests to the sponsor varies widely. Your assigned Pre-Award Specialist will assist through this process. Other Purdue departments may be needed to address other transfer needs (material, data, equipment, intellectual property, regulatory, etc).
- While federal grants are often transferred between institutions, contracts are generally not transferable. The usual approach would be to terminate completely and re-issue to the new institution.
- Project personnel to transfer to the new institution with the PI. Think about "bridge funding" for those persons until the grant or sub award can be established at the new institution.