

Documents Required for a PI Transfer or Change of Institution on NIH Awards

The first step in beginning the transfer process should be to ask for contact information at the Old Institution. This should be someone from the equivalent to the Sponsored Program Office.

What is needed from the “OLD” Institution?

- **Relinquishing Statement – PHS 3734 with effective termination date AND award amount relinquished from the CURRENT year and with the equipment to be transferred.**
 - **When filling out the relinquishing statement, it is better to estimate the unobligated balance high. Returning funds in the very end is easier than trying to get more back from NIH.**
 - **If, when the FSR is completed, the balance from the relinquishing statement is different than the FSR, the relinquishing statement should be revised to match.**

- **Final FSR including the unobligated balance from carryover to be transferred.**

- **Final Invention Statement**

What is needed from the “NEW” Institution?

- **A proposal sent through Sponsored Programs for the amount on the OLD Institutions relinquishing statement.**
 - **Face Page with Appropriate Approvals**
 - **Budget Pages OR Narrative Budget Info**
 - **Updated Biosketch**
 - **Statement Indicating Status of Research Plans/Specific Aims**
 - **Updated Other Support**
 - **Resources Page**
 - **Checklist Page**

*These instructions would be the same if we are the “OLD” Institution.