

Faculty Member Transferring to Purdue University

In the event that a new faculty member is transferring to Purdue University and will be bringing research projects with him or her, Sponsored Programs Pre-Award should be notified. Below is a list of the contact information for each of Purdue's Pre-Award Centers.

Central/Discovery Park	centralpreaward@purdue.edu
College of Agriculture	agpreaward@purdue.edu
College of Veterinary Medicine	vetpreaward@purdue.edu
College of Engineering	coepreaward@purdue.edu
College of Science	cospreaward@purdue.edu
College of Pharmacy	coppreaward@purdue.edu
College of Health and Human Sciences	chhspreaward@purdue.edu

The Pre-Award Specialists in these areas will be able to assist your faculty and their prior institutions in initiating the required transfer paperwork. This often times includes notification to the original sponsor and a final financial report from the originating institution, as well as a new proposal submission from Purdue. Any cost share commitments on grants transferring to Purdue will need to be addressed and documented during this process. More information and resources can be found here:

<https://www.purdue.edu/business/sps/preaward/resources/1.gettingstarted/transfer/index.html>

The Pre-Award Specialist will need a copy of the final approved offer letter to budget the faculty member's salary correctly. Also, it is very helpful if the business office completes the request for a Purdue email account early so that accounts that are established through NIH, NSF, and eBRAP will be tied to the correct PI email. Pre-Award can assist with associating PI sponsor system profiles/accounts to Purdue University. In many cases, a PI will need to be associated with their previous institution and Purdue simultaneously until all accounts are closed and reports are submitted for awards under the previous institution.

Criteria for determining if a project should transfer to Purdue include:

- Consideration of the time left on the project
- The amount of remaining funds
- What, if any, work will remain at the originating institution
- Whether Purdue has adequate facilities, equipment and staff

Sponsor Specific Instructions

NIH Awards

To transfer a grant to Purdue, the Relinquishing Statement is completed by the original institution and sent to NIH. The PI must prepare a new proposal at Purdue for submission to NIH. The proposal must be routed through SPS as with all other proposals.

NIH Documentation for PI Transfers:

[How to Transfer a NIH Grant](#)

National Science Foundation (NSF) Awards

A grant from NSF may be transferred to Purdue, with the approvals of the original institution. The original institution completes the NSF Grant Transfer Request, estimating the amount of funds to remain at the date of transfer. Submitting the request constitutes agreement by the new organization to assume responsibility for completion of the project effort and to administer the grant (as originally awarded) from the transfer date to completion in accordance with applicable NSF terms and conditions.

[Instructions from PAPPG 23-1](#)

Other Sponsors and Non-Transferable Awards

The Business Office should contact SPS for information specific to other sponsors. Some sponsors have their own forms, while others may require letters seeking approval for transfers. Timelines vary among organizations. Some awards are not eligible for transfer because they are dependent upon institutional resources (for example, training grants). Clinical trial agreements are also not transferable and must be closed out prior to the PI leaving their institution. In that event, a new clinical trial agreement may need to be established with Purdue.

During the transfer process, it may be necessary for the Business Office to work with Sponsored Programs Post Award to proceed in establishing the award at Purdue in order to prevent delays when the PI arrives at the University. In these cases, if all necessary paperwork has been submitted, a University Backed Notice to Proceed (NTP) may be established. This allows the faculty to have access to funds in order to continue working on his or her sponsored project while we await the notice of award approving the transfer.

The request for an NTP can be found at the following website:

<http://www.purdue.edu/business/sps/pdf/ntp.pdf>

Disclosure of Financial Interests/Conflict of Interest

Pre-Award will address any Financial Conflict of Interest ([FCOI Policy](#)) during the proposal process. As a reminder, individuals are **Investigators** if they are a project director, a principal investigator of a research project and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of research or project results at or involving Purdue, including employees, sub-grantees, contractors, subcontractors, collaborators, and consultants. In general, any individual specifically named in a proposal and any individual identified in a report to the project sponsor or scholarly publication who is responsible for the design, conduct, or reporting of research or project results is an Investigator. Disclosures must be made annually and within 30 days of discovering or acquiring a new Financial Interest.

Resources:

Office of Research

<https://www.purdue.edu/research/research-compliance/conflict-of-interest/>

University Policy on Individual Financial Conflicts of Interest (III.B.2):

<http://www.purdue.edu/policies/ethics/iib2.html>

University Policy on Conflicts of Commitment and Reportable Outside Activities (III.B.1):

<http://www.purdue.edu/policies/ethics/iib1.html>

Intellectual Property (Contractual Research)

Please ensure the PI reads and understands the Purdue University IP Policy. This policy can be found at <http://www.purdue.edu/policies/academic-research-affairs/ia1.html> and would apply to many different forms of Purdue University generated IP.

Intellectual Property (Applied Research)

Please ensure the PI reads and understands the Applied Research Models here at Purdue University. Please note that this policy encompasses the contractual research policy, but also has additional information. A copy of this policy, along with the different contracting models can be found here <https://www.purdue.edu/business/sps/contractmgmt/appliedresearch.html>.

Material Transfer Agreements

Proprietary materials that are often transferred under an MTA include, for example, certain chemical compounds and genetically altered mice. MTAs address the scope of permitted use, publication, and the respective intellectual property rights of the transferor and recipient. The terms of these agreements vary depending upon whether the materials are "incoming" or "outgoing" and whether the other party is an academic institution or a for-profit company. Hazardous materials and materials to be used in humans may be transferred under an MTA, but special conditions will apply.

Purdue has a standard template for outgoing material for education and research purposes and is also a signatory to the Uniform Biological Material Transfer Agreement, which serves as a set of Master terms and conditions for the sharing of biological material. The Industrial/Foundation Contracting team can assist the business office and faculty member in determining the appropriate contract vehicle.

Additionally, MTAs must also be reviewed for regulatory and Intellectual Property issues. Again, the Industrial/Foundation Contracting team will coordinate with the office of the Vice President for Research and the Office of Technology and Commercialization to secure their approvals.

Purdue University MTA Template:

<https://www.purdue.edu/business/sps/contractmgmt/agrtemplates.html>

Equipment Transfer Guidelines

Pre-Award will work with the incoming PI to identify any equipment will be transferring to Purdue. If equipment is to be transferred:

- Pre-award will share with the incoming PI a letter for the transferring institution to complete, acknowledging the equipment being transferred
- Recipient of completed acknowledgement will forward to spscontr@purdue.edu
- If equipment transferred involved a sponsored account, Contracting will forward the information to postawardmgrs@purdue.edu

Once equipment to be transferred arrives at Purdue, the Business Office will:

- Contact Lisa Geisler (lgeisler@purdue.edu) to have the equipment tagged
- Contact SPS Contracting (spscontr@purdue.edu) requesting letter acknowledging receipt be sent to the prior institution

Regulatory Requirements and Export Controls

Principal investigators must consider the impact of any regulated materials being transferred to or from Purdue University facilities. The PI must have appropriate approvals or specially defined circumstances to begin work on projects using regulated or controlled items. For a general overview of Research Compliance areas, please see www.purdue.edu/research under “Regulatory Affairs”. Specific matters are referenced in a summary below.

INCOMING FACULTY	Description	What Incoming Principal Investigators Need to Provide	Resources
Human Subjects	Incoming researchers with open human subject research studies, who plan to continue the study at Purdue, must gain the approval of the Purdue IRB before the work can be undertaken under the auspice of Purdue. Contact the Purdue IRB as soon as possible to work through the transfer the open IRB file to Purdue. Note that IRB approvals must be in place before award accounts are established. <i>Note that even if data collection has ceased, the use of identifiable data collected under an approved IRB protocol from another institution must be approved by the Purdue IRB.</i>	Descriptive information about the research including, but not limited to: <ul style="list-style-type: none">• Protocol,• personnel,• training information,• data points to be collected or used,• consent forms,• IRB records from previous research sites	Website: Human Research Protection Program Contact e-mail irb@purdue.edu

Vertebrate Animals	<p>Research involving transfer of live animals to campus must be approved by the Purdue Animal Care and Use Committee. PACUC approvals must be in place before award accounts are established.</p> <p>The PI must work with the Laboratory Animal Program Veterinarians early to arrange any animal transfer from another institution.</p>	<p>A description of the research to be conducted will need to be submitted and approved by the Purdue Animal Care and Use Committee (PACUC).</p> <p>Health records for any animals incoming to Purdue University facilities. Allow 8 weeks lead time for proper animal health review by the Laboratory Animal Program Veterinarians.</p>	<p>Website: http://www.purdue.edu/animals</p> <p>Contact e-mail For Purdue Animal Care and Use Committee: pacuc@purdue.edu For Laboratory Animal Program Veterinarians: lapvet@purdue.edu</p>
Biohazards/ Recombinant Nucleic Acids	<p>Research involving the use of biohazardous materials or recombinant nucleic acids must be reviewed and approved by the Institutional Biosafety Committee (IBC).</p> <p>Facilities must be approved and inspected by the Biosafety staff prior to use. IBC approvals must be in place before award accounts are established.</p>	<p>A description of proposed use of biohazardous agents or recombinant/synthetic nucleic acids. Please utilize the Form 1A template found on the IBC Webpage under "Forms".</p>	<p>Website: Purdue Institutional Biosafety Committee</p> <p>Contact Information Contact page</p>
Radioactivity, Lasers, and Chemical Safety	<p>Purdue University Radiological and Environmental Management (REM) works with researchers to ensure that all protective equipment, dosimetry, occupational health and safety standards are addressed.</p>	<p>Descriptive information about the types of chemicals, lasers, radioactivity or other hazards anticipated in a laboratory.</p>	<p>Website: Environmental Health and Safety</p>
External Confidential Information	<p>Incoming researchers planning to utilize external confidential information from a provider should contractually transfer their agreements with the company (or other provider) to Purdue University.</p> <p><i>Note that information about accesses and storage will be required.</i></p>	<p>A copy of the Non-Disclosure Agreement should be submitted to Sponsored Program Service Contracting for review.</p>	<p>Website and Contacts: Protecting External Confidential Information</p>
Export Controlled Projects	<p>Researchers who participate in projects that are restricted publication without prior sponsor approval or projects where access must be restricted by citizenship will require assistance from the Export Control Office.</p> <p><i>Investigators with export-controlled activities and/or project outputs will be asked to submit a Technology Control Plan for approval.</i></p>	<p>Descriptive details about the restriction. In the majority of cases, the restrictions will be part of a contractual document that must be transferred to Purdue.</p>	<p>Website: https://www.purdue.edu/exportcontrols</p> <p>Contact Information: exportcontrols@purdue.edu</p>
Classified Research	<p>Researchers requesting clearances through Purdue University have strict legal obligations to closeout activities.</p>	<p>All information related to transfer must be submitted to the Facility Security Officer. Allow significant lead time.</p>	<p>Contact: fso@purdue.edu</p>