

**Principal Investigators (PI) Terminating, Transferring, or Extended
Absence from Clemson University with Sponsored Award(s)**

When an employee is terminating or transferring from Clemson University (CU) or going on extended leave and is a PI on an active sponsored (Fund 20) project, the following items must be completed (1 project per form) before the person physically leaves the University.

Project #: _____ Sponsor: _____

Name of PI: _____ 6-Digit Employee ID#: _____ Dept./Organization #: _____

Date Initiated: _____ Effective Date: _____ Estimated Total Remaining Balance: _____

Terminating Will the project be relinquished back to the sponsor? Yes No
If Yes, continue completing this form. If No, a CU PI will be appointed, please do not complete this form and contact your College Post-Award Contact (CPAC).

OR

Transferring To: New Institution: _____
Contact: _____

Will a subaward be issued back to CU? Yes No

If Yes, new PI: _____ Dept./Organization #: _____ Estimated Total Award: _____

If the PI is terminating or transferring from CU and the project will be relinquished to another institution, see Policy on Transferring a Sponsored (Fund 20) Project and Procedure for Transferring a Sponsored (Fund 20) Project. Contact your CPAC who will coordinate with the Grants Manager (GM) in Grants and Contracts Administration (GCA). If any major equipment (value of \$5,000 or greater) or minor equipment (value of \$5,000 or less) will be transferring with the PI, a Declaration of Surplus Property or Transfer Form (CUBO 206) must be completed and included with this package.

OR

Going on Extended Leave Reason: _____ Anticipated date of return: _____

Will a new PI be appointed? Yes No If yes, name of new PI: _____
Dept./Organization #: _____

If the employee is going on extended leave, sponsor approval is required before reducing his or her time by 25% or is disengaged from a project for a period of 3 months or longer. Contact your CPAC who will coordinate with the GM in GCA.

1. If there are any outstanding technical reports or any final documentation that must be completed on this project, arrangements should to be made for CU to obtain a copy of these when they are submitted to the sponsor.
2. Email address and phone number where PI can be reached: _____
3. If there are any uncertified Sponsored Compensation Report (pay confirmation) for the PI or his/her former employees who were paid from this project, they must be certified by the PI or a technical designee.
4. If there is a future Sponsored Compensation report for the PI or former employees, the Department Chair or other technical designee must certify those reports.

APPROVALS

Principal Investigator: _____ Date: _____

Department Chair: _____ Date: _____

College Post-Award Contact: _____ Date: _____

Associate Dean for Research: _____ Date: _____

Research Compliance: (if applicable) _____ Date: _____

Patent Invention Office: (if applicable) _____ Date: _____

Grants and Contracts Administration: _____ Date: _____

Vice President for Research: _____ Date: _____

E-signatures are acceptable and preferred.

After all items have been checked, please email a copy of this checklist to your College Post Award Contact.