Clemson University

Procedure for Transferring a Sponsored (Fund 20) Project

Effective 6/1/15
Revised 10/15/15

Action Sequence	Action Description	Responsible	Notes
	When a Principal Investigator (PI) is terminating employment with Clemson University (CU), the Administration has the option of transferring the project to the new University, or appointing a new, qualified PI at CU, or relinquishing the award back to the sponsor.		See Policy on Transferring a Sponsored (Fund 20) Project and Checklist for Principal Investigators (PIs) Terminating from Clemson University or Going on Extended Leave
1	Department Administrator (Dept Adm) or Principal Investigator will notify College Post Award Contact (CPAC)	Dept Adm, PI, CPAC	Initial notification can be via email or phone call. CPAC will instruct Dept Adm or PI of the procedures.
2	CPAC will initiate the checklist (1 project per form) and coordinate the approval package of the transfer through the University channels. *Include Cost Share Expenditures if applicable*	CPAC, PI, Dept Ch, Dean or ADR	**Approval Package contains**: • Completed Checklist for PI Terminating from Clemson University • Approval from Research Compliance and Safety • Approval from the PI, Department Chair (Dept Ch) and Dean or Associate Dean for Research (ADR) • Effective Date of the Transfer • Summary of Work Completed at CU and Work to be Completed at the New University
3	CPAC will email **Approval Package** to respective GCA-FM.	CPAC, GCA-FM	CPAC will note in the Subject Line of email: Project Transfer – project #XXX-XXXXXXX
4	GCA-FM will obtain patent/invention information from the PI and the Office of Technology Transfer (OTT) and any other documentation required by the sponsor.	GCA-FM, PI, OTT	GCA-FM will run an equipment report and email the PI and the OTT to request other information.
5	GCA-FM will obtain approval from the Vice President for Research (VPR).	GCA-FM, VPR	The information sent to the VPR will include the checklist and a note about equipment expenditures, intellectual property, copyrights, etc.
6	GCA-FM will coordinate with the Research Contracts Specialists, sub-awardees (if applicable) and the CPAC to verify final costs.	GCA-FM, CPAC	GCA-FM will pay final sub-awardee invoice(s).
7	GCA-FM will submit the final invoice/draw and the Request for Transfer to the sponsor and financially close the project at CU. CPAC will return the balance of the Cost Share to the appropriate departments.		This will be done via email, letter, or electronic submission.

Key:

PI = Principal Investigator	CPAC = College Post Award Contact	OTT = Office of Technology Transfer
Dept Adm = Department Administrator	ADR = Associate Dean for Research	VPR = Vice President for Research
Dept Ch = Department Chair	GCA-FM = Grants and Contracts Administration Fiscal Manager	