

Overview: This checklist is provided to assist incoming faculty and their department administrative staff in assembling documentation normally needed to transfer a grant from a prior (relinquishing) institution to MU. Sponsors have varying requirements – please refer to your grant award terms and conditions, and/or sponsor guidelines for requesting a change of organization/institution. Contact the Office of Sponsored Programs Administration with questions.

Project Information

Principal Investigator	eRA Commons ID	MU Start Date	MU Proposal/Project No.
Department	Sponsor	Sponsor Award No.	
Project Title: _____			
Will the incoming PI have a joint appointment or lab space at the Veterans' Hospital?			Yes No
Will there be a request for a Pre-Award Account or an Advance Account ?			Yes No

Relinquishing Institution Information /Documentation

Institution Name: _____	Administrative Contact: _____
Anticipated Award Amount	Contact Phone
Contact Email	
Attach the following documentation...	
1. Copy of original proposal and current notice of grant award.	5. Scope of work for MU project.
2. Copy of most recent grant progress report.	6. Any related documents/correspondence.
3. Copy of relinquishment letter or signed agency relinquishment form.	7. If original award included cost-share, provide comments on how that cost-share will be fulfilled at MU.
4. Draft budget for incoming award amount.	
Do you plan to use any background IP you developed at a prior Institution? Yes No	

Compliance Information

YES NO

Are human subjects involved? If yes, contact the [IRB office](#) to begin protocol review and approval process.

Are vertebrate animals involved? If yes, contact the [IACUC office](#) to begin protocol review and approval process.

Does the project involve the use of rDNA, biohazardous materials, recombinant DNA, or radioactive materials?
If yes, contact [Environmental Health & Safety](#) to begin protocol review and approval.

Is the sponsor a Public Health Service (PHS) agency (Example: NIH) or other federal agency (Example: US Dept of Energy)subject to federal financial conflict of interest (FCOI) regulations or a sponsor who has adopted the PHS FCOI policy (42 CFR Part 50 Subpart F)? If yes, contact the [Conflict of Interest office](#) for information on access to MU eCompliance to complete an Outside Interest Disclosure Form and required COI training.

[Questions
about COI?](#)

Note about Conflict of Interest (COI): MU employees must self disclose outside interests annually or as they arise or change. Please contact the COI office for more information or questions.

Subaward/Subrecipient Information

YES NO

Will the incoming grant require any subawards? If yes, identify them below.

(If more space is needed attach a separate word document)

Subrecipient 1	Contact	Email
Subrecipient 2	Contact	Email

Material Transfer And Equipment Information

YES NO

Will any material (e.g. cells, samples, chemicals, etc) or data be provided from the prior institution to MU? If yes, please contact the Contracts Manager at agmts@missouri.edu the to initiate the transfer of the materials.

Will grant purchased equipment be transferred from the prior institution to MU? If yes, contact [Greg Anich](#) in Asset Management for assistance.