

CHECKLIST FOR TULANE PIS WHO ARE TRANSFERRING TO ANOTHER INSTITUTION

Notify Sponsored Projects Administration (SPA)	Prior to contacting the sponsor's program officials, SPA will advise on sponsor requirements for transferring awards to another entity.
Obtain approval from Chair and Dean for award transfers	<ul style="list-style-type: none"> Once approval is obtained, forward document/email to SPA for its records. Note that some awards (e.g. infrastructure, multiple investigator, major instrumentation, clinical trials) may not be able to be transferred.
If transferring awards, notify authorizing officials at your new institution about your plans.	Your new institution will advise on steps you must take to enable it to receive your transferred awards.
Transferring title to equipment to another entity	<ul style="list-style-type: none"> Confer with SPA to determine if Tulane or Sponsor holds the title to equipment purchased on your awards. Note that some equipment (e.g. major instrumentation, equipment benefitting many investigators, equipment purchased with cost-sharing or faculty start-up funds from Tulane) may not be able to be transferred. Obtain approval from Chair and Dean to transfer equipment that Tulane owns. Work with SPA to request sponsor approval for equipment owned by the Sponsor. For further information refer to Guidelines for Transferring Equipment Associated with Sponsored Projects
Financial closeout of awards at Tulane	Contact Grants and Contracts Accounting to work on closing out your awards.
Notify employees charged to your awards about separation from Tulane	Contact WFMO to find out procedures for employees who are separating as a result of transferring your awards from Tulane.
Human Subjects	Notify the Tulane IRB about the change of status.
Animals	Approved animal protocols? If yes, notify the Tulane IACUC about the change of status. Animals housed in the Vivarium? If yes, contact DCM.
Biosafety	Notify the Tulane Biosafety Committee about the change of status.
Final Project Report	File a final report of all research activities conducted to date at Tulane in accordance with sponsor requirements.
Final Invention Report	File a final invention report in accordance with Sponsor requirements.
Final Financial Report	Contact Grants and Contracts Accounting to complete this report.
Shipping equipment and other materials to new institution	Contact Tulane's Materials Management department for assistance.
Other	Your department may have additional procedures for sponsored project close-out and transfer. Consult with your department head.
This checklist is intended as a general guide and may not address all university and sponsor requirements that must be considered prior to transferring awards.	