**Relinquishment of Sponsored Project awarded to the University of Nebraska-Lincoln**

Sponsored projects are awarded to institutions not directly to Principal Investigators (PIs). For this reason the institution must request to relinquish the sponsored project back to the awarding agency. The awarding agency must approve the change request and award the project to the new institution.

Responsible Parties:

**PIs** are responsible for providing information about the relinquishment to departmental and Office of Sponsored Programs (OSP) personnel using the “Request for Award Relinquishment” form in a timely manner. All such requests must be documented in accordance with applicable UNL, federal and sponsor regulations.

***The PI is responsible for negotiating the following, as necessary***:

* Subcontracting work back to the University of Nebraska-Lincoln at current full F&A rate
* Equipment transfers; (<http://bf.unl.edu/policies/transfer-equipment-policy>)
* Transferring cost sharing obligations to the new institution
* Continued support of graduate students and postdoctoral fellows

In addition, the PI is responsible for the completion of any progress and final reports including, but not limited to, Patent/Invention and Technical. The PI must complete any outstanding reporting requirements for sponsored projects held while at the University of Nebraska-Lincoln, even if they are not being relinquished.

**Departmental Administrators** have the responsibility to work with the PI on completing the form, as needed, to conclude transactions and make any necessary adjustments to award accounts for departing PIs.

**OSP** is responsible to review and institutionally endorse and/or submit the relinquishment request in the appropriate awarding agency format for any sponsored project award.

Procedures for Principal Investigator and Department:

* Complete “Request for UNL Award Relinquishment” form
* Obtain departmental and college signatures
* Submit to OSP at least forty-five days in advance of the transfer date to ensure a smooth transition
* Work with department to determine if any equipment transfers will be requested, following Business & Finance requirements for transfer of equipment title
* contact appropriate compliance office if the project is subject to export control, involves human and/or animal subjects
* contact UNL Biosafety Officer if any environmental health and safety issues exist
* UNL owns data resulting for UNL projects and is responsible to report on data to sponsor even after the transfer, so PI must
  + work with home department to determine plans for data retention
  + notify OSP of the plan, which must include how UNL will be provided access to the data if the PI takes the data with him/her
* contact NUtech Ventures regarding any inventions/patents/IP issues, and notify Awards Coordinator of the status
* document all above activities with OSP

If you have questions, please contact **OSP** (unlosp@unl.edu).

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| **REQUEST FOR UNL AWARD RELINQUISHMENT OR TRANSFER**  *Submit this completed form to UNL whenever the Principal Investigator is transferring to another institution and planning to take an award from a federal or non-profit funding agency with him/her before the normal end date of a grant, contract or cooperative agreement from those agencies.* |
| KEY PROJECT INFORMATION |

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| **Principal Investigator:** | **NUgrant Form ID #:** |
| **Funding Agency:** | **Funding Agency Award #:** |
| **Administering Department:** | **WBS #:** |
| **Name of Dept. Financial Contact:** | **Dept. Financial Contact Email and Phone Number:** |

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| **AWARD RELINQUISHMENT/TRANSFER INFORMATION**  ***Attach the funding agency’s required transfer forms (if applicable) and complete the questions below.*** |

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| 1. Date that PI will leave UNL: |  |
| 1. Does this award involve the use of:  Human Subjects?  Animal Subjects? | Yes  No  Yes  No |
| 1. Does this award involve cost-sharing? | Yes  No |
| 1. Does this award involve one or more subcontracts? | Yes  No *If yes, name of the subcontractor(s)?*       *If yes, have subcontractor(s) been notified of the pending transfer?*  Yes  No |
| 1. Will any award-acquired equipment be transferred to the new institution? | Yes  No  *If yes, please see UNL policy at:* <http://bf.unl.edu/policies/transfer-equipment-policy> |
| 1. Will any portion of this project need to be subcontracted back to UNL by the new institution (e.g, to fund graduate students completing degrees, to cover work that will not be transferred?) | Yes  No  *If yes, please describe here or include additional info as an attachment*: |
| 1. Has the PI discussed/notified the funding agency (Program Officer) of the intended transfer? | Yes  No  *If yes, please describe here or include additional info as an attachment*:  ***If no, please contact the Program Officer ASAP*** |
| 1. Name of the new institution where the PI intends to transfer the award : |  |
| 1. Name, address, phone, and email for OSP contact at new institution: |  |
| 1. Have any inventions been disclosed under the award, or does the award involve use of patented material or material made available to the University under a Material Transfer Agreement? | Yes  No |
| 1. Have all required progress reports (quarterly/annual) been filed with the funding agency? | Yes  No |
| 1. Estimated budget amount to be transferred to new institution (including F&A): | $ |
| Notes: | |

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| SIGNATURES DESIGNATING APPROVAL FOR THE RELINQUISHMENT/TRANSFER: | |
| PI Relinquishing or Transferring the Award:  Name:  Signature: | Center Director (if applicable): Name:  Signature: |
| Department Chair:  Name:  Signature: | Dean: Name:  Signature: |
| **\*\*\*If additional signatures are required, please use space below - add more lines as needed\*\*\*** | |
| PI/Other Relinquishing or Transferring the Award:  Name:  Signature: | Center Director (if applicable): Name:  Signature: |
| Department Chair:  Name:  Signature: | Dean: Name:  Signature: |
|  | |
| PI/Other Relinquishing or Transferring the Award:  Name:  Signature: | Center Director (if applicable): Name:  Signature: |
| Department Chair:  Name:  Signature: | Dean: Name:  Signature: |
|  | |
| PI/Other Relinquishing or Transferring the Award:  Name:  Signature: | Center Director (if applicable): Name:  Signature: |
| Department Chair:  Name:  Signature: | Dean: Name:  Signature: |
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| **SPONSORED PROGRAMS REVIEW** | |

Reviewed by & date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUgrant updated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAP updated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_