GRANT ADMINISTRATION: HOW DO I ACCEPT A GRANT OR AWARD FROM ANOTHER INSTITUTION?

Introduction

Grants are awarded to Principal Investigators ("PIs") at authorized institutions by sponsoring agencies. The National Institutes of Health ("NIH") is the only federal agency that has explicit forms and instructions for the transfer process. Authorization from the NIH awarding office must be obtained for federal grants to transfer from one institution to another. Other agencies should be contacted to determine what is necessary to implement the transfer.

The incoming PI notifies the Einstein Department Administrator ("Administrator"), who notifies Einstein Grant Accounting in writing with the exact transfer date and provides sufficient detail to determine what is being transferred to another institution to Einstein:

1) Grant(s) and components (e.g., sub-contracts, cores, and projects of existing grants) that will be transferred and those that may remain;
2) Equipment to transfer; and/or
3) Personnel expected to transfer to Einstein.

The Principal Investigator (PI) - Transfer To/From Another Institution ("Transfer Form") (Figure 1) and Official Statement Relinquishing Interests and Rights in a Public Health Service Research Grant ("Relinquishing Statement") (Figure 2) must be completed for all transfers of grants or awards from another institution to Einstein.

Note: Einstein’s Administrator should request a copy of the Relinquishing Statement from the sending institution’s Administrator.

Forms

- Principal Investigator (PI) - Transfer To/From Another Institution (Figure 1)
- Official Statement Relinquishing Interests and Rights in a Public Health Service Research Grant (Figure 2)
Procedure

To initiate the transfer of an existing grant from another institution to Einstein, the Einstein Administrator notifies Grant Accounting with key information provided by the PI (i.e., date of the transfer, grant(s) or their components to be transferred, staff who are staying and staff who are arriving, equipment being transferred to Einstein, etc.).

1. The Einstein Administrator initiates a Transfer Form, which can be obtained from Grant Accounting or from the Finance website, and completes the top half of the form.

2. The PI/Administrator lists the Federal/Agency Number ☐, Einstein Number ☐, and Project Period/Relevant Dates ☐ for each grant or award, then completes the Summary Status of Tasks to Complete ☐ (“Summary Status”) section of the Transfer Form based on the Legend of Tasks to Complete ☐ section.

3. Check-off ( X ) the appropriate box(es) for a “Yes” answer for items listed in columns 1 and 2.

Grant Accounting will check-off boxes in column 6 for documents that are “Final” (completed) and have been received.

NOTE: Briefly describe each item being transferred to Einstein (personnel or equipment), if necessary, in the Comments/Plan/Disposition ☐ section. Enter the information in the Further Comments/Plan/Disposition and/or Personnel/Equipment (“Further Comments”) ☐ section if additional space is needed.
Complete columns 1 and 2 of the Summary Status, as follows:

- **Column 1** – The Administrator lists the equipment being transferred from the other institution to Einstein in the Comments/Plan/Disposition section and enters a check-mark in the appropriate box(es) on the Transfer Form.

  The Transfer Form is forwarded to the Einstein Grant Accounting Property Manager—Room 1108, Belfer—when Einstein is in possession of the equipment. The Property Manager obtains the necessary authorizations and returns a copy of the Request for Transfer of Equipment to the Administrator.

  **Note:** The sending institution’s Administrator and Einstein Grant Accounting will coordinate the transfer by following up on the entries to Column 1.

- **Column 2** – Identify personnel being transferred from the sending institution in the Comments/Plan/Disposition section of the form. Prepare New Hire PRFs/PSFs, if necessary.

- **Columns 3, 4 & 5** – Not applicable when transferring grants from another institution to Einstein.

4. The Transfer Form is submitted to Grant Accounting, to complete column 6.

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1 The Position Requisition Form (PRF) and Personnel Status Form (PSF) can be completed online via the YESS system.
5. Grant Accounting prepares a NIH Relinquishing Statement (Figure 2) for each grant or award being transferred from the sending institution, obtains authorizations from the Einstein Financial Officer and Authorized Official of the sending institution, and returns the completed Relinquishing Statement(s) and Transfer Form to the Einstein Administrator.

![Figure 2](https://example.com/figure2.png)

**Note:** Contact Grant Accounting for guidance regarding existing applications and/or grants being transferred from another institution to Einstein. For additional assistance, contact the Notice of Award’s NIH Program Official and/or review the NIH Grants Policy Statement at [http://grants.nih.gov/grants/policy/nihpac_2003/index.htm](http://grants.nih.gov/grants/policy/nihpac_2003/index.htm).