

GRANTS AND CONTRACTS ACCOUNTING TRANSFERRING A GRANT TO ANOTHER INSTITUTION

In order to transfer an existing grant from OUHSC to another institution, the PI must first contact the Office of Research Administration (ORA). ORA will prepare the relinquishing letter. Once the appropriate officials on campus sign it, ORA will notify Grants and Contracts Accounting (GCA) of the expected transfer date and ask GCA to prepare a Relinquishing Statement.

GCA will contact either the PI or the individual designated by the PI to reconcile the applicable project and to prepare a list of equipment to be transferred (if applicable). Information will be requested for any outstanding and/or anticipated charges between the time of the request and the expected transfer date. The Relinquishing Statement at this time will be an estimate and will be sent to the awarding agency by ORA (will include the equipment transfer list if applicable). Ninety (90) days after the end of the expected transfer date, a final Relinquishing Statement will be sent through ORA to the sponsor reflecting the actual charges that have incurred. This can be done sooner if the department sends written confirmation that all costs have been posted and reconciled.