

Sponsored project awards are made to the organization, not the individual Principal Investigator (PI). Therefore when a PI moves from one organization to another, the original organization has the choice to 1) transfer the award to the new institution, 2) issue a subaward to the new organization for the departing PI's portion of the project (often used for projects with multiple PIs) or 3) nominate a substitute PI, all subject to sponsor approval.

Rensselaer's Office of Research Administration and Finance (RA&F) will assist PI(s) with these processes as outlined below.

Transferring Research Awards to Rensselaer Polytechnic Institute

Grant Transfers:

- 1) The current research project must be terminated by the original institution before Rensselaer can submit the transfer request to the sponsor. The PI should work with the original organization to insure this process is completed.
- 2) Once the remaining balance has been forwarded to the sponsor by the original organization a detailed budget for the amount to be transferred must be completed using Rensselaer guidelines.
- 3) The PI must provide at a minimum a summary of the work completed to date and a statement of the work remaining.
- 4) The transfer request, including the items above and any other requirements are submitted by RA&F to the sponsor per their guidelines.

Subawards:

- 1) The original organization will determine how much funding is available for a subaward and forward that to Rensselaer.
- 2) A detailed budget for the amount of the proposed subaward must be completed using Rensselaer guidelines
- 3) The PI must provide a statement of work for their portion of the research.
- 4) A proposal with the items above, along with any other requirements, will be submitted by RA&F to the original organization.
- 5) If the request to issue a Subaward is approved by the Prime Sponsor a Subaward will be issued to Rensselaer by the original organization.

Transferring Research Awards from Rensselaer Polytechnic Institute

Grant Transfers:

- 1) The current research project must be ended by Rensselaer before RA&F can submit a transfer request to the sponsor. This means that all expenditures, including payroll for faculty, staff and students, must cease and be charged to the fund in question. The PI should work with their financial manager to ensure this process is completed.
- 2) RA&F will then submit a transfer request to the sponsor. At this time the PI will work with their new institution to complete the transfer process.

Subawards:

- 1) The remaining PI(s) at Rensselaer will work with the PI leaving to determine how the remaining work and related funding is to be divided between Rensselaer and the new institution.
- 2) The transferring PI will work with their new institution to submit a proposal to Rensselaer for consideration.
- 3) Once the proposal has been accepted by Rensselaer, and if required by the sponsor, RA&F will submit a request to add a subaward to the project. Once approved, or if not required....
- 4) RA&F will work with new institution to establish a subaward between the two organizations according to sponsor guidelines.

For more information please contact your Grant Administrator:

<http://www.rpi.edu/dept/finance/docs/research/BreakdownByGrantAdministrator.pdf>