

## Project Transfer or Relinquishment Request Form

**Submit a completed and signed copy of this form to [postaward@uidaho.edu](mailto:postaward@uidaho.edu) at least 30 days prior to the transfer date and include all back-up documentation and signed prior approval requests.**

Effective \_\_\_\_\_, I, \_\_\_\_\_, will be:  transferring to *insert new institution name*; or  retiring; or  moving to a new position within the University of Idaho that will affect my sponsored projects role.

1. As part of this change, I request that the following sponsored projects be transferred to my new institution. Project relinquishment requests\* must accompany this form to [postaward@uidaho.edu](mailto:postaward@uidaho.edu).

Sponsor	Title	Estimated Transfer \$	Project End Date	UI Budget #	Data Transfer Needed*

\*Note: A template is located at [www.uidaho.edu/osp/forms](http://www.uidaho.edu/osp/forms).

2. As part of the transfer I will be transferring the following pieces of equipment that were purchased under the award(s) being transferred.

Description/Serial number/Tag #	Current Condition and value (\$)	Purchased on UI Budget #

3. I am also requesting that the following pieces of equipment, integral to my research and unlikely to be used by other researchers at the University be transferred to my new institution\*\*:

Equipment Description/Serial number*	Current Condition and value (\$)	Purchased under UI Budget #

\*Include back-up documentation for equipment items such as Asset Accounting information from Banner on value.

4. The following projects will be retained at the University of Idaho. Attach the required documentation for each project including:
- a. PI Changes require agency approval via a prior approval request. The template is at [www.uidaho.edu/osp/forms](http://www.uidaho.edu/osp/forms). The letter must be signed by the current and new requested PI, and a CV and current and pending support form must be attached.
  - b. Below indicate whether a subaward will or will not be issued to your new institution. If yes, the new institution will need to provide a proposal to [postaward@uidaho.edu](mailto:postaward@uidaho.edu).
  - c. Below indicate whether or not there is an IACUC, IRB or IBC protocol on the project. OSP will contact ORA if a protocol is indicated.

