

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PORGRAMS
POLICIES AND PROCEDURES**

**AWARD CLOSING
AWARD TRANSFERS TO ANOTHER INSTITUTION
EFFECTIVE 12-01-08, REVISED 12-26-2014
POLICY #45
PAGE 1 OF 2**

PURPOSE:

To establish the policies and procedures to be followed when the Principal Investigator/Project Director (PI/PD) transfers an award(s) to another institution.

DEFINITIONS:

Transfer of Award: Process where a grant, cooperative agreement or contract is programmatically, administratively, legally and fiscally transferred from one institution to another institution prior to the completion date of the award.

POLICY:

The university will approve the transfer of a grant or contract to another institution under the following conditions:

- The PI/PD is transferring to another institution and there is no other individual available with the specific qualifications required to complete the project;
- The PI/PDs Dean agrees to the transfer; and
- The sponsoring agency permits or requires the project to be transferred.

REFERENCES:

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>
- OMB Federal Awarding Agency Regulatory Implementation of Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, <https://www.federalregister.gov/articles/2014/12/19/2014-28697/federal-awarding-agency-regulatory-implementation-of-office-of-management-and-budgets-uniform>
- NIH Grants Policy Statement, <http://grants.nih.gov/grants/policy/policy.htm#gps>
- NSF Proposal and Award Policies and Procedures Guide, <http://www.nsf.gov/bfa/dias/policy/>
- HHS Grants Policy Statement, <http://www.hhs.gov/grants/grants/policies-regulations/index.html>
- Federal Acquisition Regulations (FAR), Title 48 C.F.R.

PROCEDURES:

1. If the PI/PD intends to transfer an active sponsored program to another institution, the Office of Sponsored Programs (OSP) and Contract and Grant Accounting Department (CGA) should be notified immediately so appropriate procedures for the transfer of the sponsored project can be initiated.

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PORGRAMS
POLICIES AND PROCEDURES**

AWARD CLOSING

AWARD TRANSFERS TO ANOTHER INSTITUTION

EFFECTIVE 12-01-08, REVISED 12-26-2014

POLICY #45

PAGE 2 OF 2

2. OSP will obtain approval for the transfer from the PI/PD, his/her Dean and the sponsoring agency.
3. Any communication with the receiving institution with respect to the administrative transfer of the award will be between the OSP and the receiving institution.
4. The PI/PD must prepare and submit a progress report for the completed activities under award that covers the period up to the date that the award will be transferred and provide a copy of the progress report to OSP for the Official Award File.
5. OSP will also notify CGA of the grant/contract transfer; CGA will prepare and submit the final financial report, and any other necessary and required reports, and return unexpended funds, if any. If there is unexpended cash to be returned, the PI/PD or authorized designee must process a check request for the returned funds before relinquishment of the award can be approved.
6. The OSP will ensure that all information, including financial information, regarding the transfer of the award are included in the official award file.
7. Refer to OSP Policy No. 46 - *Transfer of Equipment to Another Institution*.