

GRANT TRANSFER/PRINCIPAL INVESTIGATOR DEPARTURE NOTIFICATION

TO: Sponsored Projects Post Award Team \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Relinquishment of Grant # \_\_\_\_\_, UA Account # \_\_\_\_\_

Please check the appropriate option. If grant will be transferred out, please complete section below.

The department intends to appoint a suitable replacement for the existing PI at the University of Arizona. An administrative change proposal must be submitted in UA Research to change the PI internally, and a request to the sponsoring agency to change PIs with the new PI's curriculum vitae will be submitted to your SPS Post Award team for submission to the sponsor.

Name of new PI: \_\_\_\_\_

The department agrees to relinquish the award to the existing PI's new institution. The department will forward the grant transfer documents to Sponsored Projects Services for signature.

\_\_\_\_\_  
Signature of Department Head or Dean

**For grants to be relinquished:**

Last date of employment at UA: \_\_\_\_\_

Name and Unique Entity Identifier Number (UEI) of PI's new institution: \_\_\_\_\_

Contact name and email address in Sponsored Projects office of PI's new institution: \_\_\_\_\_

Grant purchased equipment to be transferred to PI's new institution: \_\_\_\_\_

Institutions that UA has issued Subawards to: \_\_\_\_\_