



NOTIFICATION OF PRINCIPAL INVESTIGATOR DEPARTURE/AWARD TRANSFER

UA Research Support Website Resource:

<https://research.arizona.edu/administration/managing-projects/special-circumstances/award-transfers/award-transfer-process>

TO: Sponsored Projects Postaward Team _____

FROM: _____

DATE: _____

RE: Relinquishment of Award # _____, UA Account # _____

Please check the appropriate option:

1. The department intends to appoint a replacement PI at the University of Arizona. An administrative change proposal must be submitted in UAccess Research to document internal approvals for the PI change. Then a PI change request will be submitted to your SPS Postaward team for submission to the sponsor.

Name of new PI: _____

UAccess Research Administrative Change Proposal Number: _____

2. The department agrees to relinquish the award to the existing PI's new institution.

The department will forward award transfer documents to SPS Postaward for signature.

*If the relinquished award has outgoing subawards, Office of Research Contracts must be contacted to terminate the outgoing subawards. They will be re-established with the new institution.

Required information for awards to be relinquished:

Releasing Signature of Department Head or Dean (electronic or email accepted):

Date of transfer (Must be equal to or prior to PI's last day of employment):

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

Name: _____ UEI: _____

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

Name: _____ Email: _____

Estimated unobligated balance on date of transfer (total costs):

Award purchased equipment to be transferred to PI's new institution (UA Asset Tag Numbers):

Outgoing subawards that will be terminated:
