

PI Award Transfer to The University of North Texas - Checklist

Grant Information

PI Name:		
Sponsor Information:		
PI arrival date:		
Anticipated Date of Transfer:		

Has the PI discussed the transfer with the Sponsor? Yes No

Former Institution (FI) Contact Information

Former Institution:		
Administrative Contact:		
Phone:		
Email:		

Will the FI issue a subaward to UNT or relinquish it back to the sponsor?

- Subaward
 Relinquish

If the FI will submit a subaward, UNT will need to submit a subaward proposal to the FI.	
Request a Grants and Contracts Specialist	<input type="checkbox"/> Done
Cayuse SP	<input type="checkbox"/> Done
Revised UNT budget and justification	<input type="checkbox"/> Done
Scope of Work	<input type="checkbox"/> Done
Cover letter signed by OGCA	<input type="checkbox"/> Done
Has your unit considered requesting a new project code in Advance Of the award to avoid any gaps in funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the FI will relinquish the award back to the sponsor, UNT may need to submit a modified proposal to the sponsor.	
Request a Grants and Contracts Specialist	<input type="checkbox"/> Done
Locate sponsor guidelines for transferring an award	<input type="checkbox"/> Done
Scope of Work	<input type="checkbox"/> Done
UNT budget and justification	<input type="checkbox"/> Done
Cover letter signed by OGCA	<input type="checkbox"/> Done
Any other required sponsor forms	<input type="checkbox"/> Done
Does the modified proposal include any subcontracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does UNT have cover letters or statements of work from the sub institutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your unit considered requesting a new project code in Advance Of the award to avoid any gaps in funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Research Subjects/materials

Human Subjects: If Yes, PI should contact untirb@unt.edu	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vertebrate animals: If Yes, do the animals stay at FI or will they be sent to UNT Contact Research for proper IACUC forms and transfer information.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FI <input type="checkbox"/> UNT
Biohazardous Materials/Recombinant DNA If Yes, do the materials stay at FI or will they be sent to UNT? Contact Risk Management for the proper handling of hazardous materials. daniel.leyva-martinez@unt.edu – Hazardous Materials Officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FI <input type="checkbox"/> UNT

Additional Considerations

Does FI need to license any FI owned intellectual property to UNT? If Yes, contact UNTResearch@unt.edu	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does FI need to put in place a data use agreement to transfer any FI Owned data to UNT? If Yes, contact UNTResearch@unt.edu for assistance with the transfer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the FI be transferring any proprietary or confidential information That will need to be secured at UNT? If Yes, contact UNTResearch@unt.edu for assistance with this information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the PI need to transfer any equipment to UNT? If Yes, contact Asset Management to ensure proper accounting steps are taken. Karl.skaar@unt.edu	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does FI need to relinquish rights to any pending proposals (non-competing, competing renewals, or supplements) to UNT? If Yes, contact UNTResearch@unt.edu for assistance with this process.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any Additional Information/Comments

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