Faculty Member Transferring to New Institution

In the event that a faculty member is transferring from Purdue University to a new institution, the faculty member may, with the agreement of the sponsor, be able to transfer a grant/contract to another academic or non-profit organization. Because sponsored project awards are made to the University, and not to the individual investigator, the University must agree to relinquish an award. SPS should be consulted for the specific requirements of the award and agency.

Sponsored Programs Post Award will then work with the Business Office to finalize expenditures on the applicable accounts and prepare a relinquishing statement to be submitted to the Sponsor. In most cases, a final financial report will be required, as well as a new proposal from the faculty member's new institution.

Below is a list of the Sponsored Program Post Award areas, along with their contact information. You can also email postaward@purdue.edu for assistance.

National Science Foundation/	spnsfhhs@purdue.edu
Department of Health and Human Sciences	spnsfhhs@purdue.edu
National Aeronautics and Space Admin	spsofg@purdue.edu
Department of Defense	spsofg@purdue.edu
Department of Energy	spsofg@purdue.edu
Agency for International Development	spaidfor@purdue.edu
Department of Interior	spsofg@purdue.edu
Department of Transportation	spsofg@purdue.edu
Environmental Protection Agency	spsofg@purdue.edu
Department of Agriculture	spsusda@purdue.edu
Department of Education	spsofg@purdue.edu
Other Federal Government	spsofg@purdue.edu
State of Indiana	spsstate@purdue.edu
Industrial/Foundation	spindnfp@purdue.edu
Foreign Government	spaidfor@purdue.edu
Voluntary Support	spindnfp@purdue.edu

Policies and Procedures for when a PI leaves Purdue University

The ability to transfer a sponsored project from Purdue to another institution is dependent upon the regulations and policies of the sponsoring agency and those of Purdue University. Policies vary widely between sponsors and the PI is strongly encouraged to contact the appropriate SPS Post Award area for specific information as soon as possible after deciding to move to another institution. There are four parties involved in any transfer request: the PI, the original institution, the new institution, and the sponsor. Should the original institution decide not to nominate another PI or to continue the project at the institution, and if the new institution is willing to undertake the administration of the project, the sponsor will usually agree to the transfer.

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Criteria for this decision include:

- Consideration of the time left on the project
- The amount of remaining funds
- What, if any, work will remain at Purdue
- Whether the new institution has adequate facilities, equipment and staff

The PI should remember that equipment purchased on prior awards or competing segments of an award being transferred are the property of the University and may not be transferred to the new institution without specific permission from Purdue and appropriate compensation for any cost sharing or alterations/renovations originally required to put the equipment in service.

Sponsor Specific Instructions

NIH Awards

NIH requires the submission of an "Official Statement Relinquishing Interests and Rights in a Public Health Service Research Grant," which signifies the original institution's willingness to terminate the grant and to relinquish all claims to any unexpended funds. The form indicates the proposed date of transfer and **estimates** the amount of funds that remain in the account. For specific instructions about transferring a NIH grant, see
https://grants.nih.gov/grants/forms/change_institution_request.htm

To transfer a Purdue grant to a new institution, the following forms are required:
- Relinquishing Statement
- Final Invention Statement Forms and information can be found at:
  http://grants.nih.gov/grants/forms.htm
- Final Effort Report
- Final Financial Status Report

All requests must be routed through the departmental business office to SPS for review and processing. A proposal must be prepared by the new institution and submitted to NIH.

NIH Documentation for PI Transfers
PI Transfer/Change of Institution

National Science Foundation (NSF) Awards

To transfer a Purdue grant to another institution, the NSF Grant Transfer Request is completed in FastLane by the departmental business office. Access is allowed for SPS for review and submission to NSF. The Transfer Request is sent to the new institution, which will prepare a budget for the unobligated balance in the current year and any future committed years of the grant. The budget, a progress report and statement of work to be accomplished, plus appropriate certifications are sent to NSF by the new institution. To transfer a grant to Purdue, the NSF Grant Transfer Request is completed by the original institution and sent to Purdue via FastLane. The PI and SPS Pre-Award prepare a budget for the unobligated balance in the current year and any future committed years of the grant. The budget, a progress report and statement of work to be accomplished are sent to SPS for review and submission to NSF, along with appropriate certifications.

Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 16-1)

Other Sponsors and Non-Transferable Awards
Contact SPS for information specific to other sponsors. Some sponsors have their own forms, while others may require letters seeking approval for transfers. Timelines vary among organizations. Some awards are not eligible for transfer because they are dependent upon institutional resources (for example, training grants). Clinical trial agreements are also not transferable and must be closed out prior to the PI leaving Purdue.

Intellectual Property (Contractual Research)

Please ensure the PI and business offices read and understand the Purdue University IP Policy. This policy can be found at http://www.purdue.edu/policies/academic-research-affairs/ia1.html and would apply to many different forms of Purdue University generated IP.

Intellectual Property (Applied Research)

Please ensure the PI and business offices read and understand the Applied Research Options/Policy here at Purdue University. Please note that this policy encompasses the contractual research policy, but also has additional information. A copy of this policy, along with the different contracting models can be found here https://www.purdue.edu/business/sps/contractmgmt/appliedresearch.html. Please note that these contracting models are unique to Purdue University and may differ at the PI's new institution. Some awards may not be transferable based on the new institutions policies and procedures and will need to be addressed with the new institution. All IP fees will need to be collected and distributed to the appropriate parties before this award can be relinquished from Purdue University.

Material Transfer Agreements

Proprietary materials that are often transferred under an MTA include, for example, certain chemical compounds and genetically altered mice. MTAs address the scope of permitted use, publication, and the respective intellectual property rights of the transferor and recipient. The terms of these agreements vary depending upon whether the materials are "incoming" or "outgoing" and whether the other party is an academic institution or a for-profit company. Hazardous materials and materials to be used in humans may be transferred under an MTA, but special conditions will apply.
Purdue has a standard template for outgoing material for education and research purposes and is also a signatory to the Uniform Biological Material Transfer Agreement, which serves as a set of Master terms and conditions for the sharing of biological material. The Industrial/Foundation Contracting team can assist the faculty member in determining the appropriate contract vehicle.
Additionally, MTAs must also be reviewed for regulatory and Intellectual Property issues. Again, the Industrial/Foundation Contracting team will coordinate with the office of the Vice President for Research and the Office of Technology and Commercialization to secure their approvals.

Purdue University MTA Template:
https://www.purdue.edu/business/sps/contractmgmt/agrtemplates.html

Equipment Transfer Guidelines

After being contacted by the PI, the Business Office (BO) contacts Lisa Geisler (lgeisler@purdue.edu) in Property Accounting for an equipment listing. Property Accounting will send a spreadsheet with all of the necessary information.

Once the equipment being transferred is identified and all necessary department approvals are secured, the BO will forward the Property Accounting spreadsheet of the identified equipment to SPS Contracting (spscontr@purdue.edu).

Sponsor Funded Equipment

- Contracting will contact SPS Post Award to determine who holds title to the equipment
- If sponsor owned, the equipment cannot be transferred
- If Purdue owned, Post Award certifies that equipment is available for transfer
- Contracting prepares an Equipment Transfer Agreement, forwarding to the new institution
- Contracting sends copy of fully executed agreement to Lisa Geisler

University Funded Equipment

- Contracting prepares an Equipment Transfer Agreement, forwarding to the new institution
- Contracting sends copy of fully executed agreement to Lisa Geisler

Equipment Transferred without Approvals

- Property Accounting identifies equipment transferred, sends list to Contracting
- Contracting prepares letter to the new institution, requesting acknowledgement of equipment receipt
- Contracting sends copy of signed acknowledgement to Lisa Geisler

Equipment/Property Accounting: http://www.purdue.edu/business/mas/property/

Policies & Procedures for acquisition, tagging, and safeguarding property inventory: http://www.purdue.edu/business/mas/property/policy.html

Equipment Screening: http://www.purdue.edu/business/mas/property/instr.html

Safety Considerations Upon Leaving Purdue University

If a PI plans to leave Purdue, the Office of Environmental Health and Safety (OEHS) should be consulted for guidance about the proper procedures for storing materials and equipment, transferring materials and equipment, and cleaning the lab.

Regulatory Requirements and Export Controls

Principal investigators must consider the impact of any regulated materials being transferred to or from Purdue University facilities. The PI must have appropriate approvals or specially defined circumstances to begin work on projects using regulated or controlled items. For a general overview of Research Compliance areas, please see www.purdue.edu/research under "Research Compliance". Specific matters are referenced in a summary below.

OUTGOING FACULTY	Description	What Outgoing Principal Investigators Need to Provide	Resources
Human Subjects	Researchers who collected or utilized data from human research participants must closeout IRB approvals prior to transfer to a new institution. *Note that use of survey data, identifiable or coded research information from humans, Personal Health Information, human biological specimens, may fall under human subjects research guidelines.*	Descriptive information from all open IRB protocols must be submitted on the "Continuing Review or Closure for Expired Studies" form. Include all applicable ten-digit IRB protocol reference numbers.	Website: https://www.irb.purdue.edu/ Contact e-mail irb-questions@purdue.edu
Vertebrate Animals	Research involving transfer of live animals from campus requires notification and closeout with the Purdue Animal Care and Use Committee and Laboratory Animal Program staff. The PI must work with the Laboratory Animal Program Veterinarians early to arrange any animal transfer to another institution.	A request for closure must be submitted to the PACUC through CoeusLite for each open protocol. Health records for any animals from Purdue University facilities. Allow 8 weeks lead time for proper animal health review by the Laboratory Animal Program Veterinarians.	Website: http://www.purdue.edu/animals Contact e-mail For Purdue Animal Care and Use Committee: ldsnider@purdue.edu For Laboratory Animal Program Veterinarians: lapvet@purdue.edu
Biohazards/ Recombinant Nucleic Acids	Researchers must notify the Institutional Biosafety Committee (IBC) when terminating research involving the use of biohazardous materials or recombinant nucleic acids. Facilities must be approved and inspected by the Biosafety staff prior to use. IBC approvals must be in place before award accounts are established.	A description of disposal or transfer for any reagents. Information about laboratory cleanup and hazardous waste disposal needs.	Website: https://www.purdue.edu/research/regulatory-affairs/biosafety-and-rdna/ Contact Information https://www.purdue.edu/research/regulatory-affairs/biosafety-and-rdna/staff-directory.php
Radioactivity, Lasers, and Chemical Safety	Purdue University Radiological and Environmental Management (REM) works with researchers to ensure that all protective equipment, dosimetry, occupational health and safety standards are addressed.	Descriptive information disposal or transfer needs.	Website: https://www.purdue.edu/ehps/rem/ Contact Information: https://www.purdue.edu/ehps/rem/about/allstaff.html
External Confidential Information	When Purdue University researchers transfer or leave the university, any confidential/proprietary information acquired under a contract (e.g. non-disclosure agreement [NDA]) or must be returned, transferred, or destroyed in the manner	Investigators must access their non-disclosure or confidentiality agreements to ensure appropriate destruction or termination measures are considered. For assistance, see the Information Assurance website.	Website and Contacts: https://www.purdue.edu/research/regulatory-affairs/export-controls-and-research-information-assurance/external-

	outlined in the agreement at the end of their Purdue employment.		confidential-information.php
Export Controlled Projects	Researchers who participated in projects that required Technology Control Plans must closeout *Investigators with export-controlled activities and/or project outputs will be asked to submit a Technology Control Plan for approval.*	Reference to all Technology Control Plans (TCPs) and controlled data. *Most TCPs reference plans for data transfer, destruction and closeout. PIs must submit the closeout details to the Export Control Office.*	Website: https://www.purdue.edu/exportcontrols Contact Information: exportcontrols@purdue.edu
Classified Research	Researchers who hold clearances through Purdue University have strict legal obligations to closeout activities.	All information related to transfer must be submitted to the Facility Security Officer.	Contact: fso@purdue.edu