

## NSF Award Transfer Process (**Outgoing Transfers**)

The [NSF Transfer Policy](#) (PAPPG) requires that NSF approves transfers from one institution to another before the expiration of the project period. The decision to authorize transfer of the grant will be based upon the following information:

1. The project will be relinquished by the institution at least 3 months before the award's expiration.
2. The PI plans no significant change in research objectives and level of expenditures from those described in the originally approved project.
3. There are no overdue reports for any PI or Co-PI associated with the award to be transferred. \* There must be no overdue reports for the award to be transferred or any other active award(s) associated with any PI(s) and Co-PI(s) of the transferring award. \*

### 1. **STEP 1: Preliminary NSF Program Official Approval:**

The PI must contact the NSF Program Official over the award to obtain preliminary approval for the transfer, requesting continued support at a new institution. Email notification should copy the PI's Georgia Tech Department Chair and the AOR (GA Tech OSP Contracting Officer) assigned to the award. If NSF agrees, proceed to step 2.

#### **Note:**

If the departing PI decides **not** to take an award to their new institution or place of employment, GA Tech may submit a Change in PI request for NSF's consideration so that the award may remain at GA Tech. See [Changes in Principal Investigator, co-PI or person-months devoted to the project](#) procedure. If needed, the Chair can be substituted as the award's PI to continue the oversight of the award, but the NSF Program Official should be notified that the original PI has abandoned the project.

If the award is to remain here at Georgia Tech, and the departing PI has work to complete, the department may issue a subaward to the departing PI's new institution **after** receiving formal NSF approval for adding a replacement GA Tech PI on the award and a new subrecipient to the departing PI's new institution. See the [NSF Adding Subrecipient Institution](#) procedure

### 2. **STEP 2: Department Chair/Dean Relinquishment Approval:**

The PI, typically with the help of the department grant/financial admin, must obtain department Chair or Dean approvals for each award to be transferred. Chair approval must include the name of the transferring faculty member (PI over the award), PI termination date from GA Tech, NSF award number(s), CIS "AWD" number(s), and **approximate** unobligated funding amount per award to be transferred. Chair/Dean transfer approval must be forwarded to the assigned OSP Contracting Officer (CO) (see Step 4). The PI & financial administrator should notify G&C of the PI's upcoming departure as a courtesy, indicating the PI's planned/expected final date of employment with GA Tech.

### 3. **STEP 3: Information that Must be Obtain from the new Institution Receiving the Transferring Award:**

The transferring PI and/or their department administrators need to obtain the following info from the PI's new institution for which the award is to be transferred:

1. The new institution's Unique Entity Identifier (UEI) number (to be sure the transfer is routed correctly)
2. The new institution's OSP and/or departmental administrator point of contact

### 4. **STEP 4: Official Notification of Termination/Halt of Project Charges to G&C Accounting and OSP:**

The PI, in coordination with the department financial administrator, must officially notify OSP and the award's assigned G&C Accounting accountant, in a single email, of the PI's intent to transfer awards at least **90 days prior to the transferring PI's termination date from GA Tech** and must include the following:

- PI's name
- PI's termination date with GA Tech,
- AWD/NSF Grant numbers of awards to be transferred,
- A copy of Chair/Dean transfer approval,
- The new institutions UEI,
- The new institution's point of contact,

- Entity name(s) of any active subaward(s) (with subaward agreement numbers) issued by GA Tech under the transferring NSF award.

5. **STEP 5: Subaward Termination:**

If any transferring award involves an active subaward(s), the PI, in coordination with the department financial administrator, must submit a subaward modification request via the CIS subaward module to de-obligate and terminate the subaward(s) before final unobligated figures may be determined for completion of the transfer request. Attach the Chair/Dean transfer approval email as support documentation of subaward termination.

**Note:** If the transferring PI intends on issuing a subaward back to GA Tech (continued support for GA Tech GRA efforts, for example), no work may be conducted here at GA Tech following the PI's final date of employment with GA Tech until the transferring PI receives NSF approval to establish a subaward with GA Tech.

6. **STEP 6: Required Documentation Generated by PI/Department:**

The following documents must be generated by the PI for upload into the transfer module by the PI:

1. Brief summary of progress to date
2. Description of work to be performed

7. **STEP 7: PI Initiates Transfer Request in Research.gov and Routes to OSP (SPO):**

\*\*\* Once G&C Accounting and the department financial administrator over the transferring award(s) have completed the following financial action items, the PI will need to create a new request for the outgoing PI transfer, as shown below. See Research.gov [instructions on how to initiate a request](#). The PI will need to forward the PI Transfer request to the GA Tech SPO (OSP) via Research.gov.

1. G&C Accounting has confirmed final allowable project expenditures have been reimbursed by NSF,
2. G&C Accounting has provided OSP a final unobligated award balance via email for the transferring award,
3. Any subawards under the prime NSF award have been terminated

The PI will need to forward the PI Transfer request to the GA Tech SPO (OSP) via Research.gov.

8. **STEP 8: OSP Forwards the Transfer Request to the New Institution:**

9. **STEP 9. The New Institution Submits the Transfer to NSF:**