UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES
Section I: Award Closing
Policy 12: Grant/Contract Transfers to Another Institution

PURPOSE:
To establish the policies and procedures to be followed when the PI of a sponsored project wishes to transfer the award(s) to another institution.

DEFINITIONS:
Transfer of Grant/Contract: Process whereby the legal and administrative responsibility for administering a grant or contract is transferred from one legal entity to another prior to the completion date of the grant or contract being transferred.

POLICY:
The university will approve the transfer of a grant or contract to another institution under the following conditions:

- The principal investigator/project director (PI) is transferring to another institution and the project is an individual research project that cannot logically be completed by another individual at the university or there is no individual at the university qualified and available to complete the project;
- A subcontract with the new institution is not feasible;
- The department chairperson and dean of the PI agree to the transfer; and
- Sponsor policy permits or requires the project to be transferred.

PROCEDURES:
1. Once the PI decides to transfer his/her grant or contract to the new institution, he/she will confer with Research Administration (RA). RA will advise and assist the PI in initiating the procedures required by the sponsor and the university for a grant/contract transfer.
2. Sponsored Programs (SP) Financial Administration will follow sponsor procedures in submitting final financial reports, refund of unexpended funds, and any other necessary and required reports.
3. SP Financial Administration will ensure the appropriate changes are made in the official records to indicate the revised ending date and decrease in funds awarded.