

## SBU INCOMING PI – AWARD TRANSFER CHECKLIST

Principal Investigator _____	eRA Commons ID: _____	SBU Start Date: _____	
Sponsoring Agency _____	Agency Award No. _____		
PI Information			
SBU Department _____	Division _____	Department Contact _____	
PI Contact Information _____	Phone _____	E-mail _____	
Relinquishing Institution Information			
Institution Name: _____	Administrative Contact: _____		
Date Award will be relinquished: _____	Contact Phone _____	E-mail _____	
Relinquishing Institution Documentation			
1. Copy of initial proposal and award statement		<input type="checkbox"/>	
2. Copy of latest progress report (dated)		<input type="checkbox"/>	
3. Copy of Relinquishment letter or signed agency relinquishment form		<input type="checkbox"/>	
4. If original award had cost-sharing, provide in the comments below how that cost-share will be fulfilled at SBU.		<input type="checkbox"/>	
Comments: _____			
Compliance Information		YES	NO
1. Are Human Subjects Involved? If yes, contact the <a href="#">IRB Office</a> to begin the protocol review and approval process.			
2. Are Vertebrate Animals involved? If yes, contact the <a href="#">IACUC Office</a> to begin protocol review and approval process.			
3. Does project involve biohazardous materials/recombinant DNA? If yes, contact the <a href="#">IBC Office</a> for assistance.			
4. Does the project involve the use of radioactive materials? If yes, contact the <a href="#">Radiation Safety Office</a> .			
5. Does the project involve the use of rDNA or Biohazardout Materials? If yes, contact <a href="#">Environmental Health &amp; Safety</a> .			
6. Does the project involve publication restrictions?			
7. Is there a COI management plan in place at the original institution related to your project?			
<small>SBU's <a href="#">Disclosure of External Interests and Commitments Policy</a> requires that individuals who meet the definition of Researcher have (1) Disclosure Profile in the <a href="#">myResearch</a> Conflict of Interest module and (2) completed Conflict of Interest Training in <a href="#">CITI</a> before any funded awards can be established.</small>			
Subaward/Subrecipient Information		YES	NO
Will the incoming grant transfer require any subawards? If yes, identify below.		<input type="checkbox"/>	<input type="checkbox"/>
Subrecipient 1: _____	Contact: _____	E-mail: _____	
Subrecipient 2: _____	Contact: _____	E-mail: _____	
Subrecipient 3: _____	Contact: _____	E-mail: _____	
Material and/or Data Transfer Information		YES	NO
Will any data/materials be provided from the original institution? If yes, contact <a href="mailto:sbu_mta@stonybrook.edu">sbu_mta@stonybrook.edu</a> to initiate the transfer of the materials, and <a href="mailto:osp_contracts@stonybrook.edu">osp_contracts@stonybrook.edu</a> for the transfer of data.		<input type="checkbox"/>	<input type="checkbox"/>
Equipment Information		YES	NO
Will any equipment be transferred from the prior institution?		<input type="checkbox"/>	<input type="checkbox"/>
Budget Information		YES	NO
Is transfer Mid Budget Period? If yes estimated balance to be transferred (total) _____		<input type="checkbox"/>	<input type="checkbox"/>

Once completed return form to [osp@stonybrook.edu](mailto:osp@stonybrook.edu) 632 632-4402