

**REQUEST FOR APPROVAL TO TRANSFER AN ACTIVE
GRANT/CONTRACT/COOPERATIVE AGREEMENT AND EQUIPMENT WITH SUBAWARDS/SUBCONTRACTS**

Complete this form to facilitate the transfer of a current grant, contract or cooperative agreement and any equipment acquired thereunder from UCR to a new institution. **A separate form is required per grant, contract, or cooperative agreement. ***

SECTION 1: AWARD INFORMATION

Principal Investigator: _____ Department/School: _____

Sponsoring Agency: _____ Sponsor's Award (FAIN) #: _____

Kuali Award #: _____

Award Amount: \$ _____ Award Period: _____ - _____

SECTION 2: TRANSFER INFORMATION

Fund balance to be transferred: \$ _____ Anticipated date of transfer: _____

New Institution Information: _____
Name and Location of New Institution

Name and Email of Authorized Administrative Official at New Institution

SECTION 3: SUBAWARD/SUBCONTRACT INFORMATION

List of active subawards/subcontracts under the award:

Subrecipient Name: _____ Subaward number: _____

Subrecipient Name: _____ Subaward number: _____

Subrecipient Name: _____ Subaward number: _____

Subrecipient Name: _____ Subaward number: _____

☐ Additional entries provided on separate sheet

SECTION 4 CERTIFICATIONS/APPROVALS

Principal Investigator

- ☐ Approval is requested to transfer the above-named grant/contract/cooperative agreement.
- ☐ Approval is requested to transfer equipment per the attached list. (Please include the following: manufacturer, description, model, fund number(s), property number, original purchase price/cost, and current fair market value. Attach summary of removal costs and explain how costs will be paid.)

§ 200.33 Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

SIGNATURE: _____
Principal Investigator Date

DEPARTMENT//DEAN CERTIFICATION/APPROVALS

Department Chair


- ☐ Approve transfer of grant/contract/cooperative agreement
- ☐ Approve transfer of equipment acquired thereunder
- ☐ Approve transfer of equipment being used in and essential to continued performance of the grant/contract/cooperative agreement being transferred, but which was acquired under related sponsored agreements that have terminated.

SIGNATURE: _____
Department Chair Date

School Dean

- ☐ Based on my review and the department chair's recommendation, transfer of the grant/contract/cooperative agreement and equipment is hereby approved.

SIGNATURE: _____
School Dean Date

 **Upon completion of the above, forward this form (and any attachments) to the RED Officer assigned to your department for further review and the facilitation of campus certification/approvals.**

*Please note, not all awards are transferable. Please contact your RED Officer for further determination prior to completing this form.

CAMPUS CERTIFICATIONS/APPROVALS

Equipment Manager

- ☐ Equipment list is verified and correct. Equipment transfer is approved.
- ☐ Equipment list contained item(s) that required recovery of cost. Estimated value based on the UC Useful Life Schedule or estimated residual value is \$ _____.
- ☐ No equipment was purchased nor was government titled equipment provided under this award.

SIGNATURE: _____
Equipment Manager Date

Sponsored Programs Administration

- ☐ Request for transfer complies with University/Agency policy.
- ☐ Request required Equipment Manager to negotiate sale of equipment.

SIGNATURE: _____
Assistant Vice Chancellor for Sponsored Programs (or Designee) Date