

**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) #: \_\_\_\_\_

PAMIS Award #: \_\_\_\_\_ Fund #s: \_\_\_\_\_

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, please forward this form onto the SPA CGO assigned to your department for review and to facilitate obtaining further campus certifications/approvals.**

\*Please note, not all awards are transferable. Please contact your Contract & Grant 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