

**APPENDIX XII**

**POLICY FOR THE TRANSFER OF GRANTS/EQUIPMENT**

## APPENDIX TO FACULTY BYLAWS

### Policy for the Transfer of Grants/Equipment

#### Purpose

To define the policy and procedure for transfer of extramural research grants/contract support and research equipment when a faculty investigator terminates employment at Morehouse School of Medicine (MSM) and assumes employment at another institution.

#### Scope and Responsibility

This policy applies to all investigators who receive grant/contract support in the name of MSM. The dean will be responsible for implementation of this policy and for ensuring compliance of it. Requests related to this policy must be approved and recommended to the dean by the department chair. Final decisions and approval will be made by the dean.

#### Policy

Unless otherwise provided for in the terms and conditions of an award and agreed to by MSM in the acceptance of an award, all equipment purchased with a grant/contract is the property of MSM. In the event that a faculty member terminates employment with MSM to assume a position at another institution, transfer of any extramural research grant/contract and research equipment to the new institution may be authorized under the following conditions:

- The faculty member is the principal investigator of the grant/contract.
- The research project supported by this grant/contract will not be continued at MSM under a new principal investigator.
- The grant/contract support and equipment requested for transfer will be required for the conduct of research by this principal investigator at the new institution.
- The equipment requested for transfer was purchased totally with funds provided by the research grant/contract to be transferred, as established by appropriate documentation.
- The transfer is in compliance with policies of, and approved by, the grant/contracting agency.
- All MSM policies and procedures related to the transfer process are followed and approved prior to transfer.
- All financial obligations (including salary support for technicians, collaborators and/or co-investigators) incurred at MSM under the grant/contract are fully satisfied.
- The investigator will coordinate the transfer and the new institution will assume full financial and physical responsibility for the transfer.
- Equipment deemed common use should remain at MSM. If some of the research activities will continue at MSM and other activities occur at the new site, then the use of this equipment at MSM may be negotiated between the parties doing the work, supervised by the department chair(s) and dean.
- Equipment purchased solely with institutional funds and used solely by the investigator may be negotiated with the Associate Dean for Research provided that it has been depreciated and is of no use to another investigator.

### Procedures

As soon as a faculty investigator has accepted a position or knows that he/she will accept a position at another institution and that a request to transfer equipment purchased with grant/contract funds will be made, the following procedures should be initiated by the investigator:

#### Prior to Approval of Transfer

1. Consult with officials of the grant/contracting agency to determine if the requested transfer complies with agency policies. If necessary, obtain copies of relevant agency documents and written permission from the granting agency for the requested transfer.
2. Obtain from the Business Office all financial records that verify the funding sources for the equipment, and an inventory listing of the equipment purchased.
3. Prepare a written request for the transfer that includes the detailed inventory with proof of funding source(s) and the equipment transfer form. The Transfer of Equipment form is (found in Appendix?).
4. Meet with the department chair to discuss and obtain initial departmental approval for the requested transfer.
5. Submit the written request, and all supporting documents to the department chair for approval and recommendation to the dean.

#### Following Approval of Transfer

1. If you are transferring the award, all transfer documents should be prepared and submitted to the funding agency. Any MSM documents and assurances required should also be completed and approved prior to the transfer.
2. Obtain approval from the department chair, dean and other relevant MSM officials for the date and means of transfer.
3. Arrange for and personally oversee the packing, shipment, and payment for the transfer.

#### Transferring awards funded by NIH

For the transfer of National Institutes of Health (NIH) awards, the following documents will be required:

- Change of Grantee Application
- Relinquishment Statement

The individual awarding agency at NIH should be contacted to see what, if any, additional information is required.

Transferring awards funded by all other agencies

Please contact the agency to find out what their policies and procedures are for transferring their awards. Each agency has its own requirements.