

Transfer In Information Sheet

Purpose: For faculty who are transferring into UTHealth

Instructions: Complete form and send to the preaward@uth.tmc.edu

Basic Information

PI Full Name:	
Contact Email:	
UTHealth Start Date:	
Primary UTHealth Department:	
Dept ID for guarantee setup:	
CommonsID:	

Former Institution Information

Former Institution:	
Date of Separation:	
Sponsored Projects Contact:	
Alternative Contact:	

Documents to Provide to SPA

Current Other Support in NIH format

Pending Projects (if not included on OS)

Signed Offer Letter

Items to do:

CommonsID change request [form](#)

After faculty starts: UTStart Access Request Form (via UTStart)

After faculty starts: Annual Financial Disclosure (via UTStart)

*RCOIs will be routed via UTStart once the project is submitted in UTStart and placed on Guarantee

Provide a List of Projects coming to UTHealth

- Sponsored Projects including grants and subawards
- Other Contracts/Agreements, MTA, DUA: Provide original contracts
- Clinical Trials
- Animal Work/Protocols
- Intellectual Property

Key Information needed for each project

- Provide Current Year NOA and status of the transfer
- Sponsor and Grant Number
- Award type (Grant, Contract, subaward in, etc)

Contact for Incoming Grant Transfers:

Caroline Dietz, Manager of Institutional Wide Grants and Contracts

caroline.j.dietz@uth.tmc.edu

(713) 500-3023

Pre-Award Grants & Contracts
preaward@uth.tmc.edu
 713-500-3999

Post-Award Finance
PAF@uth.tmc.edu
 713-500-4940

Clinical Research Finance (Clinical Trials)
CRF@uth.tmc.edu
 713-500-3999

Key Resources & Contacts

Sponsored Projects Administration

Website: <https://www.uth.edu/sponsored-projects-administration/index.htm>

Central Email for SPA: preaward@uth.tmc.edu (713) 500-3999

Contact for Incoming Grant Transfers: Caroline Dietz caroline.j.dietz@uth.tmc.edu (713) 500-3023

Portals (may require additional training for access)

UTStart: For proposal preparation, submission, and the award life cycle

iRIS: For IRB and IACUC approval

Effort: Employee Compensation Compliance (ECC)

HR Resources: Learn2Succeed (Training), PeopleSoft HCM and FMS, Perform2Achieve

SPA Contacts

Preaward Grants and Contracts: preaward@uth.tmc.edu (713) 500-3999

Training Team: SPA.Training@uth.tmc.edu (713) 500-3057

Clinical Research Finance Team: CRF@uth.tmc.edu (713)-500-3999

Specialized and Collaborative Research Agreements Team: preaward@uth.tmc.edu (713) 500-3999

Post Award Finance Team: PAF@uth.tmc.edu (713) 500-4940

Systems and Reporting Team: SystemsReporting@uth.tmc.edu (713) 500-3374

Compliance Contacts

IRB: Human Subjects Research cphs@uth.tmc.edu

IACUC: Animal Welfare Committee awc@uth.tmc.edu (713) 500-3625

Radiation Safety Committee: <https://www.uth.edu/safety/> (713) 500 8100

Institutional Biosafety Committee: <https://www.uth.edu/safety/> (713) 500 8100

Chemical Safety Committee

RCOI Committee: GM.ResearchCOI@uth.tmc.edu

Human Stem Cell Research Oversight Committee: scro@uth.tmc.edu

Institutional Anatomical Oversight Review Committee: (713) 500-6154

Additional Contacts

Office of Technology Management: OTM@uth.tmc.edu (713) 500-3369

Office of Development: <https://www.uth.edu/giving/index.htm> (713) 500-3200

Center for Clinical and Translational Sciences: <https://www.uth.edu/ccts/index.htm>

Clinical Trials Resource Center: <https://www.uth.edu/ctrc/>

Office of Research Administration: <https://www.uth.edu/research/>

Supply Chain Management (Procurement): <https://www.uth.edu/buy/>

Office of Legal Affairs: Legal@uth.tmc.edu (713) 500-3268

Capital Assets Management: capital.assets@uth.tmc.edu (713) 500-4701

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