Relinquishing of Grants

1. Principal Investigator (PI) to decide which grants to transfer. PI should contact the Program Official and Grants Specialist on the DHHS (i.e. NIH, CDC, etc) grant awards and the agency on the private grants and clinical studies. If grant is staying, PI needs to select another PI and obtain the necessary approval from the DHHS agency or the private agency.
2. Post Award Team (PAFT) is to obtain memo from PI signed by chairman of the department and the Dean of the school stating the date of departure, name of the new institution, and a list of grants to be transferred. For projects transferring, PAFT should change end date in FMS and indicate PI to transfer in comments along with PAFT members’ initials. For projects staying, PAFT should make comments in FMS and follow-up to ensure appropriate changes are made (i.e. new PI, closeout). PAFT needs to reflect new report due date in EXTERNAL REPORTS file with their initials.
3. PI/department administrator should contact Capital Assets Management (713-500-4701) regarding the transfer of equipment. CA will run an equipment report reflecting the equipment available for transfer. Once this is reviewed and approved by the department, CA will want PAFT to review and approve the report related to the sponsored project accounts. PAFT should keep a copy of final report for support for the equipment listed on the Relinquishing Statement.
4. For Federal grant awards a Relinquishing Statement (<http://grants1.nih.gov/grants/phs3734.pdf>) must be completed by the PI/department. Please contact PAF for assistance in completing form if necessary. The form must be sent to PAFT for review and signatures. A Final Invention Statement (http://grants1.nih.gov/grants/hhs568.pdf) and a progress report are also required. The final invention statement and the progress report should be sent to PAFT for submission with the Relinquishing Statement. It may be possible for PI to submit these forms via NIH Commons. Please notify PAF if the forms are submitted electronically.
5. To arrive at the dollar figure to relinquish, the department should work closely with PAFT. It is advisable that the department review all encumbrances, especially salary, to ensure an accurate free balance is reflected in the system. The department should submit PA requests to end personnel on the grants as soon as the date of relinquishment is determined. PAFT will complete an interim FSR to determine Facilities & Administration (F&A) adjustment, if any. The department is to estimate the amount of direct cost (DC) funds needed to continue work until the grant is relinquished. It is advisable for the department to ensure this includes a cushion of $500 - $1,500 in DC for unexpected charges. Remember, if the grant is under FDP and there is NOT a restriction in the NGA regarding carryover of remaining funds, any funds remaining upon termination will be carried forward to the PI at his/her new institution. Once the amount of DC to retain is determined, PAFT calculates the F&A. The relinquished amount is determined by subtracting the DC and F&A amounts retained from the current free balance. If department has included encumbrances as part of the amount to be retained, be sure to take this into account when calculating. The relinquished amount is then reflected on the Relinquishing Statement. ***Keep in mind:*** in most cases, the F&A amount will not be a direct calculation of the current F&A rate and relinquished DC. The important part is for UT to retain the appropriate F&A amount for the DC to be retained and UT cannot relinquish more than the current year’s award. **Finally**, to ensure the relinquished amount is available to “send” back to the agency, PAFT restricts the amount in the system.
6. The DHHS agency needs the Relinquishing Statement at least as soon as the transfer application gets to the agency because ideally the figures should match. Once the form is complete with signatures, PAFT forwards to the agency along with the Invention Statement. PAFT should send/fax a copy to the department for their records and for them to include with the transfer application. Departments should work with OSP on the transfer application. **PAFT is not responsible for contents or submission of the transfer application this is a function OSP.**
7. PAFT is to send the original Relinquishing Statement and Final Invention Statement to the agency. Agency should send a revised Notice of Grant Award (NGA) reducing the award by the amount relinquished and terminating the grant. Upon receipt of revised NGA, PAFT will reduce the budget and terminate the project in FMS. Remember to ensure external reports reflects the new FSR due date!