



Transfer of Sponsored Projects # 2320.105

INITIAL EFFECTIVE DATE: April 8, 2010	LAST REVISION DATE: March 29, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of Research and Economic Development
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POLICY STATEMENT

Any sponsored project that is sought to be transferred from another institution to the University, or from the University to another institution, must be processed through ORED as set forth in this policy.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

Any sponsored project that is sought to be transferred from another institution to the University, or from the University to another institution, must be processed through ORED as set forth in this policy.

DEFINITIONS	
TERM	DEFINITIONS
ePRAF	“ePRAF” is the Office of Research and Economic Development Electronic Proposal Routing Approval Form.
ORED	“ORED” is the Florida International University Office of Research and Economic Development.
PI	“PI” is the principal investigator.
University	“University” is Florida International University.

ROLES AND RESPONSIBILITIES

N/A



RELATED RESOURCES

ORED Policy - Close Out of Sponsored Projects
ORED Policy - Negotiation and Execution of Sponsored Project Awards and Agreements
ORED Policy - Sponsored Project Award Set-Up
ORED Policy - Temporary Release of Sponsored Project Funds or Temporary Extension

CONTACTS

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HISTORY

Initial Effective Date: April 8, 2010

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): October 4, 2012. [This last revision was non-substantive in nature: all references to the "Internal Clearance Form" in the policy document were revised to reflect that the form is now known as the "Electronic Proposal Routing Approval Form (ePRAF)"]; March 29, 2021.



Transfer of Sponsored Projects #2320.105a

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PROCEDURE STATEMENT

Transfer of Sponsored Project from Another Institution to FIU

Any PI or University unit wishing to effectuate the transfer of an existing sponsored project from another institution to FIU must complete an ePRAF and proposal package for submission to Pre-Award. Each sponsor has specific instructions on how a grant transfer should be effectuated; therefore, Pre-Award will carry out the project transfer as applicable to the particular sponsor requirements. Upon receipt of the ePRAF and the proposal packet, ORED will work with the PI to communicate with the sponsored research office at the institution from which the project will be transferred as well as the sponsor to negotiate the transfer. Any transfer documents will be negotiated and executed by Pre-Award, in the manner set forth in the ORED policy entitled "Negotiation and Execution of Sponsored Project Awards and Agreements." Once the project transfer documentation has been executed, ORED will establish the Project ID for the transferred project in accordance with the Sponsored Project Award Set-Up policy. Pre-award costs may be released in accordance with the ORED policy entitled "Temporary Release of Sponsored Project Funds or Temporary Extension." The transferred project shall thereafter be administered in accordance with all ORED policies and procedures applicable to sponsored projects conducted at the University.

Transfer of Sponsored Project from FIU to Another Institution

Please note that all awards are made to the University and not to the project's PI. Any PI or University unit wishing to effectuate the transfer of an existing sponsored project from FIU to another institution must complete the ORED Project Transfer Request Form and submit that completed form to Pre-Award. A request to transfer a project to another institution needs to be approved by the Vice President for Research or designee. Each sponsor has specific instructions on how a grant transfer should be effectuated; therefore, Pre-Award will carry out the project transfer as applicable to the particular sponsor requirements. Upon receipt of the completed ORED Project Transfer Request Form, Pre-Award will contact the sponsor, the FIU PI, the PI's Department, Dean's Office or Center Director, as appropriate, and the sponsored research office at the institution to which the project will be transferred, to negotiate the transfer. Any transfer documents will be negotiated and executed by Pre-Award, in the manner set forth in the ORED policy entitled "Negotiation and Execution of Sponsored Project Awards and Agreements." Before the project transfer documentation can be executed, Post-



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Award, shall process the project close-out at FIU in accordance with applicable FIU policies and procedures. Prior to project transfer, the PI must ensure that all project Close-out requirements as set forth in the Close Out of Sponsored Projects policy are met, including providing to the Post-Award representative a copy of the final technical report for the project through the date of transfer of the project so that FIU may pursue invoicing for all project work. Projects will not be transferred until all project close-out requirements are met.