

**PI Institutional Transfer**

The transfer of an award from one institution to another is a complex and time-consuming action, often taking several months. It is important to allocate enough time for the transfer process, therefore the transfer request should be made to OSP well in advance of your expected start date at WPI.

If you are a new faculty member, please start by:

1. Contacting your department’s designated Office of Sponsored Programs representative at WPI and completing the form attached on the following page. You can find your contact here: <https://www.wpi.edu/research/support/sponsored-programs/resources/contact-department>
2. Contacting your previous institution’s Office of Sponsored Programs or Vice Provost of Research to inform them that you are leaving their institution and will need your grants transferred to WPI. Please give them the contact information of WPI’s Office of Sponsored Programs representative for your department.
3. Contacting the program officer at each sponsor for which you have an active grant to inform them of your new faculty appointment at WPI.

# Sponsor Specifics Instructions:

**National Institutes of Health (NIH)**

How to Transfer an NIH Grant <https://www.niams.nih.gov/funding/Policies_and_Guidelines/transfer_institution.pdf>

# National Science Foundation (NSF)

FastLane Transfer Request Instructions, section 2.g. <https://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/aag_2.jsp#IIBg>

**Grant Transfer Information**

*Please fill out this page and send to OSP*

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

Total Project Period:

Total Anticipated Award Amount:

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

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Total Anticipated Award Amount:

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

Total Project Period:

Total Anticipated Award Amount:

**Please send the full project proposal, original budget, original award notice, and any other relevant award information for each project to your Sponsored Programs contact at WPI.**

Do you have any pending proposals? If so, please list them below:

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

Total Project Period:

Total Budget Requested:

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

Total Project Period:

Total Budget Requested:

Title of Project:

Sponsor:

Is this a sub-award? If yes, who is the originating sponsor:

Total Project Period:

Total Budget Requested: