

SBU INCOMING PI – AWARD TRANSFER CHECKLIST

Principal Investigator _____	eRA Commons ID: _____	SBU Start Date: _____	
Sponsoring Agency _____	Agency Award No. _____		
PI Information			
SBU Department _____	Division _____	Department Contact _____	
PI Contact Information _____	Phone _____	E-mail _____	
Relinquishing Institution Information			
Institution Name: _____	Administrative Contact: _____		
Date Award will be relinquished: _____	Contact Phone _____	E-mail _____	
Relinquishing Institution Documentation			
1. Copy of initial proposal and award statement	<input type="checkbox"/>		
2. Copy of latest progress report (dated)	<input type="checkbox"/>		
3. Copy of Relinquishment letter or signed agency relinquishment form	<input type="checkbox"/>		
4. If original award had cost-sharing, provide in the comments below how that cost-share will be fulfilled at SBU.	<input type="checkbox"/>		
Comments: _____			
Compliance Information		YES	NO
Are Human Subjects Involved? If yes, contact the IRB Office to begin the protocol review and approval process.		<input type="checkbox"/>	<input type="checkbox"/>
Are Vertebrate Animals involved? If yes, contact the IACUC Office to begin protocol review and approval process.		<input type="checkbox"/>	<input type="checkbox"/>
Does project involve biohazardous materials/recombinant DNA? If yes, contact the IBC Office for assistance.		<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve the use of radioactive materials? If yes, contact the Radiation Safety Office .		<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve the use of rDNA or Biohazardout Materials? If yes, contact Environmental Health & Safety .		<input type="checkbox"/>	<input type="checkbox"/>
All individuals meeting the SBU FCOI policy definition of an Investigator are required to complete the (Financial Conflict of Interests (FCOI) Form). The policy and forms are available at: http://research.stonybrook.edu/conflict-interest#Overview of COI . An affirmative disclosure will require institutional review and treatment before SBU approves setting up the award. The Office of Sponsored Programs will confirm that the required FCOI training, (CITI) is current for all identified Investigators. Training must be current before the award can be approved for set up.			
Subaward/Subrecipient Information		YES	NO
Will the incoming grant transfer require any subawards? If yes, identify below.		<input type="checkbox"/>	<input type="checkbox"/>
Subrecipient 1: _____	Contact: _____	E-mail: _____	
Subrecipient 2: _____	Contact: _____	E-mail: _____	
Subrecipient 3: _____	Contact: _____	E-mail: _____	
Material Transfer Information		YES	NO
Will any material(s) be provided from the original institution? If yes, please contact the Office of Technology Licensing and Industry Relations to initiate the transfer of the materials.		<input type="checkbox"/>	<input type="checkbox"/>
Equipment Information		YES	NO
Will any equipment be transferred from the prior institution?		<input type="checkbox"/>	<input type="checkbox"/>
Budget Information		YES	NO
Is transfer Mid Budget Period? If yes estimated balance to be transferred (total) _____		<input type="checkbox"/>	<input type="checkbox"/>

Once completed return form to osp@stonybrook.edu 632 632-4402