



# Quick Start Guide

## Transferring Research *INTO* CU Boulder

### START EARLY at your current institution

Award relinquishment and transfer:

- ☑ Notify your **sponsored projects office** and **sponsor(s)** you wish to transfer award(s), this includes:
  - Reconciliation of accounts and expenditures (including subs), completion of financial reports, and closeout of awards at your current institution

#### Other considerations when transferring awards

- ☑ Transfer of capital equipment, materials and supplies, incomplete fabrications
- ☑ Transfer of animals for research, any chemical, biological or radioactive materials
- ☑ Existing NDAs, MTAs, or other agreements that may need to be terminated or transferred

### PROPOSAL FROM CU BOULDER

A proposal must be submitted to your sponsor(s) through CU Boulder's Office of Contracts and Grants (OCG) for the award(s) being transferred.

Refer to the CU Boulder [Proposal Submission Request \(PSR\) form](#) and the [Procedures for submitting proposals](#) as guides to the requirements for submission.

### APPOINTMENTS & OTHER ARRANGEMENTS

Your CU Boulder department/institute contact will assist you with:

- ☑ Your appointment and appointments for any staff you are bringing
- ☑ Arrangements for lab/office space and the move(s)

#### Additional CU Boulder contacts

- Animals: [Office of Animal Research](#)
- Chemical, Biological, and Radioactive materials: [Environmental Health and Safety](#)
- Property (capital equipment): [OCG Compliance Team](#)
- Bailment Agreements (for equipment to be located at CU Boulder but not owned by CU Boulder): [OCG Compliance Team](#)
- Controlled research (Export controlled and classified): [Office of Export Controls](#)
- Intellectual Property and Inventions: [CU Boulder Venture Partners Office](#)
- Check the [OCG Directory](#) to find the OCG team assigned to your CU Boulder department/institute