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