

Transferring Research *INTO* CU Boulder

STEP-BY-STEP GUIDE

Be sure you have signed your CU Boulder offer letter and have a university appointment – coordinate with your new CU Boulder department/institute administrator

Start at your **CURRENT** institution

- ❑ Notify your current institution's **sponsored projects office** about awards that will be transferred to CU Boulder

The following must be completed to transfer awards:

- Reconciliation of accounts and expenditures (including subs)
- Completion of financial reports
- Closeout of awards*

* Each institution and sponsor has varied steps and requirements to closeout an award

- ❑ Notify your **sponsor(s)** about your move to CU Boulder and **determine if the award(s) is/are eligible for transfer**
- ❑ Have your current institution contact the program officer for each award to be transferred per sponsor requirements for transfer requests



[List of Awards Worksheet](#)



PI on CU award cannot also be PI on sub to previous institution

Get **PROPOSALS** started at CU Boulder

- ❑ Complete the **Disclosure of External Professional Activities (DEPA)** *as soon as possible*
- ❑ Find your CU Boulder Proposal Analyst, Grant and Contract Officer contacts in the Office of Contracts and Grants (OCG)
- ❑ Complete a **Proposal Submission Request (PSR) form** for each award transferring to CU Boulder and all new proposals
- ❑ Submit PSR form and budget for each award to your CU Boulder department's designated Proposal Analyst in the OCG
- ❑ Re-budget to account for differences between CU Boulder's indirect cost percentage and departing institution rate



[DEPA Submission Website](#)



[Find your OCG Team](#)



[PSR Form](#)



[Indirect Cost \(F&A\) Rate](#)

Wait! I need to submit proposals before my start date at CU Boulder.



If submitting proposal(s) before official CU start date, work with your CU Boulder department contact to set up a temporary appointment

Transferring Lab Equipment / Property

- Catalog all capital equipment** (both standalone equipment and fabrications) you would like to transfer and provide to your CU Boulder department/institute
- Coordinate with your current institution and CU Boulder's OCG Property Officer to determine if equipment is eligible for transfer

Property transfers generally fall into three situations:

- **Non-government titled equipment** is coordinated directly between you, your current institution and your CU Boulder department/institute
 - **Government titled property** is coordinated with your current institution, the CU Boulder OCG Property Officer, CU Boulder Property Accounting and the sponsor
 - **Property purchased on an inactive award** is coordinated with your current institution, the OCG Property Officer and the sponsor
- Coordinate with your current institution and your CU Boulder department/institute to negotiate price for equipment transfer, moving costs, insurance and other details
 - Arrange for designated personnel at each end of the transfer process to pack-up and handover to transport at current institution and designated personnel to receive equipment/property at CU Boulder



[Sample Equipment Inventory](#)



ocgproperty@colorado.edu



Sponsor approval may be required



CU Boulder generally considers a 25% reimbursement of the property value to be reasonable. Any equipment purchased on an award that is being relinquished or subbed out to CU Boulder is not subject to reimbursement and should only be liable for shipping and/or moving costs.

Transferring Research Materials / Supplies

- Catalog all non-capital equipment, research materials and/or supplies** you would like to transfer and provide list to your CU Boulder department/institute and Environmental Health & Safety (EH&S)
- Coordinate with your current institution and your CU Boulder department/institute to negotiate price for materials/supplies transfer, moving costs, insurance and other details
- Complete any required **Materials Transfer Agreements** with your CU Boulder OCG Contract Administrator
- Coordinate transfer** with your current institution, your CU Boulder department/institute and EH&S
- Arrange for designated personnel at each end of the transfer process to pack-up and handover to transport at current institution and designated personnel to receive materials at CU Boulder



[Sample Materials Inventory](#)



[EH&S Website](#)



EHSbio@colorado.edu
EHS@colorado.edu



[MTA Submission Form](#)



ocgcontracts@colorado.edu


Setting Up Your Lab (Complete before arriving at CU)

- Notify your CU Boulder department/institute of all lab/facility needs, including:
 - Specialized equipment needs
 - HVAC requirements
 - Nature/type/quantity of research materials used
- Coordinate with CU Boulder's Environmental Health & Safety(EH&S) for lab inspections and applicable safety trainings

Contact EH&S for information and requirements for:

- Radioactive materials
- Biological materials including recombinant DNA


 [EH&S Website](#)

 EHSbio@colorado.edu
EHS@colorado.edu

Animal Subjects (Complete before arriving at CU)

- Arrange for the review and approval of the protocol
 - Provide the IACUC Protocol Number on the Proposal Submission Request Form (PSR)
- Arrange for the transfer of animals (may require Materials Transfer Agreement)

 [Office of Animal Resources](#)

 oaroffice@colorado.edu
iacuoffice@colorado.edu

Human Subjects (Complete before arriving at CU)

- Work with CU Boulder's Institutional Review Board (IRB) to discuss transition plan for the management of human subject research projects, including:
 - Arrange for the review and approval of the protocol
 - Provide the IRB Protocol Number on the Proposal Submission Request Form (PSR)

 [Institutional Review Board](#)

 irbadmin@colorado.edu

Controlled Research (Export Controlled & Classified)

- Arrange for the review and approval of the protocol and applying for any necessary licenses with Export Controls

 [Office of Export Controls](#)

 OEC-OCG@colorado.edu

Intellectual Property

- Identify any background IP (inventions, patents, software, etc.) that you created and need for research at CU Boulder
- Work with OCG IP Legal Counsel and Venture Partners at CU Boulder to complete necessary agreements, if needed, to utilize background IP at CU Boulder



vpcontact@colorado.edu



ocgcontracts@colorado.edu

Personnel

- Work with your CU Boulder department/institute to complete necessary paperwork to transfer personnel coming with you including:
 - Students
 - Post-Docs
 - Research Associates
 - Others

Other Contractual Obligations & Gifts

- Terminate or transfer responsibilities for other contractual obligations to CU Boulder, for example:
 - Material Transfer Agreement
 - No Cost Collaborations
 - Bailment Agreements
 - Data Use Agreements
 - Non-Disclosure Agreements
- Notify sponsor(s) of these changes
- Coordinate with your CU Boulder department/institute's designated OCG Contract Officer
- Identify any research gifts that are eligible for transfer to CU Boulder and coordinate with your CU Boulder department/institute advancement representative



[Find your OCG Team](#)



ocgcontracts@colorado.edu