

Overview: This checklist is provided to assist incoming faculty and their divisional administrative staff in assembling documentation normally needed to transfer a grant from a prior (relinquishing) institution to CHLA. Sponsors have varying requirements – please refer to your grant award terms and conditions, and/or sponsor guidelines for requesting a change of organization/institution. Contact the Grants team at PreAward@chla.usc.edu with questions.

Project Information

Principal Investigator _____	eRA Commons ID _____	CHLA Start Date _____	CHLA Proposal/Project No. _____
Department _____	Sponsor _____	Sponsor Award No. _____	
Project Title: _____			

Relinquishing Institution Information/Documentation

Institution Name: _____ Administrative Contact: _____

Anticipated Award Amount _____	Contact Phone _____	Contact Email _____
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Attach the following documentation...

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| <ol style="list-style-type: none"> 1. Copy of original proposal and current notice of grant award. 2. Copy of most recent grant progress report. 3. Copy of relinquishment letter or signed agency relinquishment form. 4. Draft budget for incoming award amount. | <ol style="list-style-type: none"> 5. Scope of work for CHLA project. 6. Any related documents/correspondence. 7. If original award included cost-share, provide comments below on how that cost-share will be fulfilled at CHLA. |
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Comments:

Compliance Information YES NO

- Are vertebrate animals involved? If yes, contact the IACUC office to begin protocol review and approval process.
- Are human subjects involved? If yes, contact the IRB office to begin protocol review and approval process.
- Does the project involve the use of rDNA, biohazardous materials, recombinant DNA, or radioactive materials?

Subward/Subrecipient Information YES NO

Will the incoming grant require any subawards? If yes, identify them below.
(If more space is needed attach a separate word document)

Subrecipient 1 _____	Contact _____	Email _____	
Subrecipient 2 _____	Contact _____	Email _____	

Material Transfer And Equipment Information YES NO

- Will any material (e.g. cells, samples, chemicals, etc) be provided from the prior institution to CHLA?
- Will grant purchased equipment be transferred from the prior institution to CHLA?