

**GRANT TRANSFER REQUEST FORM**  
**Office of Research Administration (ORA)**

Sponsored projects are awarded to the University of Maine (UMS), not directly to the Principal Investigator (PI). If a PI plans to leave UMS for a new institution during the course of a sponsored project, UMS has the prerogative to retain, transfer, or terminate the award. In those cases, where UMS and the new institution agree, ORA will facilitate the transfer of the award to the PI's new institution, which includes requesting sponsor approval for the transfer.

It is important to allocate enough time for the transfer process; therefore, the request should be made well in advance of the expected start date at the new institution. It is recommended that the form below be submitted least 120 days prior to the desired transfer date.

**For more information, please review the ORA guidance available at:**

<https://umaine.edu/ora/award-management/post-award-actions/grant-transfers/>

Could this award be transferred to another Investigator within the University of Maine? ☐ Yes ☐ No

If not, please explain why? \_\_\_\_\_

PI Name (PI Last Name, First Name): \_\_\_\_\_

Sponsor: \_\_\_\_\_ Award ID: \_\_\_\_\_

Period of Performance: \_\_\_\_\_ Amount of Award: \$ \_\_\_\_\_

Project Title: \_\_\_\_\_

Adminstrating Dept.: \_\_\_\_\_

Separation Date (no funds should be spent at UMS after this date): \_\_\_\_\_

Were any inventions/patents developed due to this Award? ☐ Yes ☐ No

Was any equipment acquired due to this project? ☐ Yes ☐ No

**Required Attachments:** (Attach additional information)

- Summary of Progress to Date
- Summary of Objectives Remaining

Receiving Institution: \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

*By signing below, I request the University of Maine formally relinquish the award referenced above and any remaining funding, for the purpose of transferring the remainder of this award to the new institution listed above.*

\_\_\_\_\_  
Signature of PI

\_\_\_\_\_  
Date

Submit completed form to [umgrants@maine.edu](mailto:umgrants@maine.edu).

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**To Be Completed by the Office of Research Administration**

Funds Remaining:\$

*By signing below, I approve this request for the University of Maine formally relinquish the award referenced above and any remaining funding, for the purpose of transferring the remainder of this award to the new institution listed above.*

\_\_\_\_\_  
Signature of Director, Office of Research Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President and Dean of the Graduate School

\_\_\_\_\_  
Date