

Award Management

▸ Re-Budgeting of Grant Funds

▸ Effort reporting

▸ No-cost extension procedures

▸ Changing scope or research objectives procedures

▸ Change of PI or institution procedures

Once a Principal Investigator (PI) has decided to leave the institution, a decision must be made as to whether or not Wayne State wishes to retain the project. If the project is to remain here, then someone else must be identified as the PI on the project. Different agencies have different requirements as to the notification and approval process to accomplish this. The appropriate Grant & Contract Officer should be notified to coordinate the change.

If, however, the PI is transferring to another institution and they wish to take the project with them, they must first receive both agency and departmental approval to transfer a sponsored award with them. Once that approval has been obtained, the following steps must take place to relinquish the award:

- Based on sponsoring agency policies and procedures, a Relinquishing Statement must be completed by the PI. The statement will indicate the expected unobligated balance at the time of termination, including a breakdown between direct and indirect costs. It must also include a list of any equipment transferring with the award. The amount to be relinquished cannot be greater than the current year funding. The PI should work with the appropriate

Grant & Contract Officer to prepare the relinquishing statement. The Grant & Contract Officer will obtain the required signature(s) and forward the documentation to the sponsoring agency. Typically, the relinquishing statement will require the signature of both LaShonda Cooley, Interim Sr. Director of Sponsored Program Administration and Marlene Erno, Sr. Director of Sponsored Program Administration - Finance.

- An **Invention Statement** must be completed by the PI. This discloses any inventions that were developed in direct correlation to the sponsored project, and must be completed even if there were no inventions. The Director of Technology Transfer will sign on behalf of WSU (Wayne State University).
- A **Property Report** must be completed pertaining to any equipment that was purchased using funds awarded by the sponsoring agency. A designee in the Property Office will sign on WSU (Wayne State University)'s behalf (APPM #6.2). Per prior approval from the Chairman and the Dean of the school/college/division, the Asset Activity Transmittal Form 195A must be submitted to the Property Office if any transfer of equipment to the new institution will occur.
- Notify the Technology Transfer Office that the PI is leaving. They will ensure that any inventions that the PI has been involved with are handled appropriately relative to the move.

NOTE: Per University Policy #86.2, when the PI leaves WSU (Wayne State University), the balance of his/her share of indirect cost funds will revert to the department.

Sponsored Program Administration

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