

PI and Co-PI Transfers and Departures from ISU

Potential Outcomes

- Transfer active awards to new institution
- Transfer award and subcontract a portion back to ISU
- No change to lead PI if PI is granted emeritus status
- No change to Co-PI if granted affiliate status
- Change the lead PI at ISU
- Change the lead PI at ISU and subcontract a portion to the new institution
- Terminate the project and return/relinquish unspent funds
- If departing individual is a Co-PI, work with lead PI to determine continuing role on project
- If departing individual has material transfer or non-disclosure agreements, OIPTT will be in contact to determine next steps

PI and Department Responsibilities

The following items should be shared with OSPA/OIPTT:

- Identify final date of employment at ISU and effective date of transfer (usually the day after final day at ISU)
- Complete PI Departure Questionnaire form at the following link: <https://www.ospa.iastate.edu/pi-departure-questionnaire>
- Plans for transfer or necessary changes to each active award
- Department chair approves proposed plan for each active award
- Advises if PI will be granted emeritus status or affiliate status
- Provide a brief summary of progress to date and description of work to be accomplished which may be submitted to sponsor
- Calculate amount of funds to be transferred. This includes reviewing all expenditures to ensure they benefit the award within the newly revised end date (usually the PI's final day of employment) and ensuring all project expenditures are posted to the project account
- Share contact information for a departmental staff person and/or sponsored programs staff person at the new institution

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- If the PI has been in communication with a program officer at the sponsor/agency and received recommendations or additional guidance regarding the transfer process
- Communicate with any subawards on the project regarding project changes. This can cause delays if subcontractors are not aware of potential changes

Your OSPA /OIPTT contact will advise the departing PI of any sponsor-specific requirements and use the information provided to prepare the transfer request, whether it be through an online system (such as NSF FastLane/ Research.gov) or with a formal letter of request with supporting documentation

Who Do I Contact?

OSPA Pre-Award	Pending Proposals
OSPA Awards	Awards and Contracts from Non-Industry and Non-Commodity
OIPTT- Industry	Awards and Contracts from Industry and Commodity, NDAs/MTAs
OIPTT- Commercialization	IP Disclosures and Licenses, ISURF, Patents and Patent Applications
SPA	Close-out, Equipment Sales and Transfers