UNIVERSITY OF SOUTHERN CALIFORNIA

OFFICIAL STATEMENT RELINQUISHING INTERESTS
AND RIGHTS IN A RESEARCH GRANT

Date ____________________________________________
Principal Investigator ____________________________________
Sponsor ________________________________________________
Award Number __________________________________________
Account Number __________________________________________
Transfer of Equipment ______ Yes ______ No
If Yes, please provide a list of equipment, including the inventory ID (tag) number, that you are transferring.

Estimated Unobligated Balance _______________________________________
Note that this is the figure that will be reported to the agency for their use in preparing revised award documents. That portion of the estimated unobligated balance which has been received will be returned to the Sponsor, with a final adjustment, if required, to be made after this account has been closed.

Transfer Organization (New Grantee) _______________________________________
Address _______________________________________________________

In view of the fact that we do not wish to nominate another principal investigator to continue the research project at the University of Southern California, this statement will signify our willingness to terminate this award as of __________________________ (date) and to relinquish all claims to any uncommitted funds remaining in the grant as of that date, as well as to all recommended future support of this project. All reporting requirements have been satisfied for the subject award and for any other sponsored projects the Principal Investigator has received during employment at the University.

Required Approvals:
1. Principal Investigator
2. Sponsored Projects Accounting
3. Department Chair
4. Dean
5. Manager, Equipment Management
6. Contracts and Grants Officer

Rev. Jan 2019
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Instructions for Completing Form:

1. The form should be forwarded to Sponsored Projects Accounting (SPA) after completion and signature by the PI. SPA will adjust the estimated unobligated balance based upon their records and in consultation with the PI and the department.

2. Equipment Management will verify if equipment is being transferred and verify that the attached equipment list matches their records, and will update their inventory to reflect any transfers of equipment.

3. All reporting requirements for all of the transferring PI’s sponsored projects must be completed. Examples of reports that may be required are technical, property, and patent reports. Please contact the appropriate Contracts and Grants Administrator with any questions regarding these requirements.

4. Please check with the sponsor’s program office before beginning the transfer process for any specific requirements they may have for transferring an award to another institution.

5. After completing the transfer form and obtaining the required signatures, please deliver the form to the Contracts and Grants Administrator for review and signature.