

# NIH TRANSFER APPLICATION CHECKLIST - SOM

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## PREPARATION

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- ☐ The transfer process can take as much as **six months** or more to complete. The PI should begin the process **as early as possible**, especially if there are human or animal subjects.
- ☐ UVA or the transferring PI should reach out to the NIH Grants Management Specialist (GMS) for guidance, specific documents/information to include in the transfer application, budgeting instructions, and a deadline for submission of the transfer application.
- ☐ The PI should provide a copy of the original NOA and grant application.
- ☐ Ensure that the previous institution submits a relinquishing statement in Commons using UVA's DUNS (065391526) and SOM contact email ([uva\\_som\\_ogc@virginia.edu](mailto:uva_som_ogc@virginia.edu)).
- ☐ Create an ePRF in ResearchUVA
  - The PI must have a UVA user ID in order to be listed as the PI in the ePRF and complete the necessary COI/Patent compliance requirements
  - The application type will be "New Proposal," since this is a completely new proposal for UVA
- ☐ Sub-sites [new or existing] must complete UVA's consortium commitment form and provide a detailed budget, justification, and SOW
- ☐ Once the transfer application is complete, you may request an at-risk account to begin preliminary spending
  - Pre-award costs cannot pre-date the PI's appointment at UVA

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## GENERAL APPLICATION CHECKLIST

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[Instructions below are general guidelines. Defer to specific instructions from the GMS as applicable.]

- ☐ For ASSIST submissions: Funding Opportunity Announcement (FOA) is: Type 7 (Change of Grantee Organization)
- ☐ R&R Cover Tab
  - Application type will be Revision > Other > Indicate "Change Grantee Org" in the comment field
- ☐ Cover Page Supplement Tab
  - Check "Change of Grantee Institution" and provide the name of the PI's previous institution
- ☐ Other Project Information Tab
  - Abstract/Narrative/References
    - Submit the originals unless any changes are necessary
  - Facilities and Other Resources
    - Submit updated information for UVA's facilities and include a statement about the anticipated effect of the move on the project (or state "none")
  - Equipment
    - Include a list of equipment purchased with grant funds that will transfer with the grant
  - Other Attachments (as applicable)
    - UVA's rate agreement
    - Sub site(s) rate agreement(s)

- IRB/IACUC approvals
  - A progress report (if required)
- ☐ Senior/Key Personnel Tab
  - Biosketches
    - PI's updated biosketch (to include the new appointment at UVA)
    - Updated biosketches of any existing or new key personnel
  - Other Support
    - Updated Current/Pending Support for all Key Personnel (excluding Other Significant Contributors)
- ☐ R&R Budget Tab [modular budgets are not allowed for transfers]
  - If the grant is transferring in the middle of a budget period, budget to the total costs awarded for that year. UVA's F&A should be backed out of the total amount relinquished. Out years will be budgeted to the direct costs allocated on the most recent NOA + UVA's F&A.
  - If the grant is transferring on the anniversary date, budget to the direct costs allocated on the most recent NOA + UVA's F&A.
- ☐ Research Plan Tab
  - Specific Aims/Research Plan
    - Submit the originals unless any changes are necessary. If no changes are anticipated, include a statement in the top margin stating so
  - Vertebrate Animals
    - Include updated information about animal involvement and facilities at UVA
  - Subcontracts [new or existing]
    - Provide the Consortium Arrangements attachment and budgets as necessary
- ☐ HSCT Tab
  - Include updated information about human subject involvement at UVA