NIH TRANSFER APPLICATION
CHECKLIST - SOM

PREPARATION
☐ 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).
☐ 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

GENERAL APPLICATION CHECKLIST
[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
    o Submit the originals unless any changes are necessary
  • Facilities and Other Resources
    o 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
    o Include a list of equipment purchased with grant funds that will transfer with the grant
  • Other Attachments (as applicable)
    o UVA’s rate agreement
    o Sub site(s) rate agreement(s)
o IRB/IACUC approvals
o A progress report (if required)

☐ Senior/Key Personnel Tab
  • Biosketches
    o PI’s updated biosketch (to include the new appointment at UVA)
    o Updated biosketches of any existing or new key personnel
  • Other Support
    o 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
    o Submit the originals unless any changes are necessary. If no changes are anticipated, include a statement in the top margin stating so
  • Vertebrate Animals
    o Include updated information about animal involvement and facilities at UVA
  • Subcontracts [new or existing]
    o Provide the Consortium Arrangements attachment and budgets as necessary

☐ HSCT Tab
  • Include updated information about human subject involvement at UVA