

## CHECKLIST – TRANSFER A GRANT INTO PARTNERS

This is a list of the materials that are *generally required* to transfer a grant into a Partners hospital. It is specific to NIH, however other sponsors have similar requirements (but different forms). Please include the website address for the sponsor's guidelines (RFA, etc) if the transfer is not a standard NIH research grant.

### Partners Internal Forms

**All are found on the Partners Research Intranet <http://phsresearchintranet.partners.org>**

- [Partners Research Proposal Coversheet \(.pdf\)](#) signed by PI and Chief

---

- [Conflicts of Interest Form \(.pdf\)](#) signed by PI, Key Personnel and other individuals who will influence the project

---

- [Cost share request form](#), if applicable – cost sharing commitments are discouraged unless specifically mandated by the sponsor as a condition of the award; for details, see [Cost Sharing Policy](#)

---

- [Budget Template](#) (use current version)

---

- Certification of IRB/IACUC approved protocol, if applicable, from relinquishing institution

### An application to transfer the remainder of the project period of the original award to Partners Includes:

- Copy of Relinquishing Statement submitted to NIH by the relinquishing institution.

---

- [PHS398](#) Face Page (type “**Change of Grantee Institution**” at top)

---

- PHS398 Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells forms as applicable

---

- PHS398 budget pages 4&5--current and future years, including subaward information as applicable

---

- Awards resulting from modular applications should include narrative budget information, including total direct and F&A costs for the current budget period and, if future budget periods, information about the number of modules and the basis for computing F&A costs for all future years

---

- Updated biographical sketches for the PI and existing key personnel as well as full NIH biosketches for any proposed new key personnel

---

- Statement indicating whether the overall research plans/aims have changed from the original submission, and, if so, providing updated information

---

- Updated Other Support page(s) for PI and key personnel

---

- PHS398 Resources page

---

- PHS398 Checklist page (prior institution's F&A rate ok for first budget period, with full F&A in out-years)

---

- Detailed list of equipment purchased with grant funds that will be transferred to us.

### If the transferring grant contains a subagreement, include the following:

- Letter of Intent and Scope of Work, signed by the collaborator's institutional official

---

- Budget/Budget Justification

---

- Biosketch/CV for Key Personnel and Other Significant Contributors

---

- Resources Page if required for the project

---

- Checklist indicating F&A rate (if not included on the budget page)