

## NSF Award Transfer Process (**Incoming Transfers**)

The **NSF Transfer Policy** (PAPPG) requires that NSF approves transfers from one institution to another before the expiration of the project period. The decision to authorize transfer of the grant will be based upon the following information/action items:

### 1. **STEP 1: PI's prior institution forwards the Transfer Request package to Georgia Tech via Research.gov:**

- a. PI's prior institution should have confirmed the GTRC Unique Entity Identifier (UEI) for transfer set-up.
  - i. *If the Georgia Institute of Technology UEI was mistakenly used, contact OSP for assistance with review of GA Tech's Research.gov account and for further assistance.*
- b. The transfer package should include a "Brief summary of progress to date" and "the Description of work to be performed" documentation uploaded by the PI's prior institution.
- c. Total unobligated funding amount should be included on the Transfer cover page and in line G.6- Other of the temporary transfer budget.

### 2. **STEP 2: New Institution (GA Tech OSP and PI's new GA Tech Department) Completes the Transfer:**

GA Tech requires completion of eRouting prior to OSP's processing of incoming NSF Award transfers. Routing is completed by the incoming PI's GA Tech departmental administration team.

GA Tech departmental administrators provide OSP the following items via eRouting:

1. Detailed Budget using Dept Excel Workbook (applying GA Tech's current IDC, fringe, and tuition remission rates)
2. Budget Justification
3. Mentoring Plan if applicable
4. Any applicable compliance protocol approval documentation (IRB, IACUC, IBC, etc.).
5. The following items from each subawardee if funding for a subaward is included within GA Tech's prime NSF budget:
  - a. **Letter of Intent to Subcontract**
  - b. **Detailed subaward budget using NSF's detailed budget pdf template**
  - c. **Subaward Budget Justification**

\* Transitional faculty approval should be provided by EVPR's Office if the transferring PI has not started employment with GA Tech prior to processing a transfer request. If the new PI has not started employment with GA Tech, the department Chair can be listed as PI in eRouting. If Chair is listed as PI in eRouting, provide the incoming PI's information in the comment section of eRouting.

The OSP assigned Contracting Officer of the transferring award serves as the GA Tech AOR and must sign and submit the transfer request package via Research.gov following completion of approval of GA Tech's internal eRouting package and following completion of the Transfer Request Package within Research.gov.

### 3. **STEP 3: NSF will Review the Request:**

Upon receipt of the transfer request, and if approved, NSF will establish a new award number at the new institution and issue a transfer approval Notice of Award to Georgia Tech.

**Initiation of the transfer award may proceed following OSP's receipt of any applicable compliance items (IRB, IACUC, IBC protocol approvals, etc.).**

### 4. **STEP 4: PI Should Update their NSF Profile:**

The exiting PI should request affiliation with the new institution and update contact information so that notifications go to the new institution email address.