So, You Want to Leave the University

Presented by Contract and Grant Administration
Meghan Cartwright and Jeffrey Banghart
PI Separations

- Principal Investigator Separation = The PI is leaving MSU.
  - Reasons for leaving: Retirement, moving to a new institution, termination, other.
  - Timely information is paramount, the sooner CGA is informed the smoother the separation will be.
  - Communication is vital during all steps of the process.
Separation Checklist

- Email awards group [Awards@cga.msu.edu](mailto:Awards@cga.msu.edu) for a copy of the checklist.

- When a PI plans to leave this should be completed and sent as a part of your first contact with CGA.
What is happening with the Grant?

- The grant is awarded to MSU, not the PI. As soon as a separation is confirmed decisions must be made on all awards with the PI’s name as a key contributor.
  - Possible actions:
    - MSU transfers the award to the PI’s new institution.
    - The award is terminated.
    - The award stays at MSU.
Award Transferred to PI’s New Institution

- A reminder – the Award is to MSU and the PI must receive MSU’s approval to transfer the award.
  - Typically this is done by the department chair/dean via memo or email. Higher approval can be required for larger projects.
  - Account/Grant numbers, name of new institution, PI’s new contact information, PI’s day of transfer must be provided to CGA Awards.
  - Do any awards being transferred include subawards to other institutions/entities.
  - Will there be a subaward back to MSU once the award transfer to the new institution is complete.
Technical Reports, Deliverables and Financial Data

- All technical/progress/programmatic reports must be completed before the PI leaves.
- MSU is responsible for all deliverables to the grantor, even if the PI has left.
- Expenses must be finalized and posted before award can be transferred.
  - Final budget date for the award becomes the date of PI transfer. If the PI left 6 months ago, the budget ended 6 months ago. Expenses after this date will require prior approval from the grantor.
Transfer of Equipment, Supplies, or Data

- This can be a sticking point, what is the PI taking with them. A reminder – Equipment, Supplies, Data acquired by the grant all belong to MSU or the grantor.
- The PI requires approval from all interested MSU parties to take MSU owned assets.
Agency Specifics - NIH

- Relinquishing statement – PHS 3734 form.
  - Estimated Balance remaining.
  - Equipment list transferring with the project.
  - New institution’s contact information.

- New institution must apply for the grant.

- Final invention statement – completed by MSUT and CGA. Reminder – update iEdison.
Agency Specifics - NSF

- Final progress reports – Absolutely required.
- Final balance: this determines final draw amount.
- Brief description of the progress to date on the project in the original organization.
- Description of the work that will be carried out on the project in the new organization.
- Budget showing the allocation of the remaining award funds for use in the new organization and a justification of how the funds will be expended.
- PI can start in Research.gov.
The Award is Relinquished

- Early Termination of the Award.
  - Contact CGA Awards with the award information. Account number, new end date, final balance.
  - Dean and/or Chairperson approval will be necessary for any early relinquishments.
  - All final reports/deliverables must be submitted to the awarding agency before the award can be terminated.
  - Work with CGA Cash Management or CGA Reports to close the award out internally.
Award is staying at MSU

- If the Award is staying at MSU a PI change request must be submitted to the grantor. This is a signed memo on departmental letterhead from the PI who is leaving or the department chair/dean.
  - The signed memo needs to include the effective date of the change, the new PI’s curriculum vitae, and comment if the scope of work is being revised. Certain agencies might require additional information.
  - An award revision PD need to be completed to update KC/KFS at MSU to change the PI and update the credit split information.
Effort!!

- If Award is being transferred/terminated effort must be ended by the PI’s last day.
  - A delegate must be set up in MSU’s system to certify effort reports on their behalf.

- If the Award is staying the departing PI’s effort must be ended and a new PI must be added to the effort report.

- Email CGA effort reporting with questions or updates: effortreporting@cga.msu.edu
Internal requirements

- An award revision PD to update the credit split submitted in the KC system.
  - Let the CGA Awards group know the PD number, it will not link to the account automatically.
  - Can copy the original PD and update the key personnel tab.

- Review HR termination checklist.
Questions?