

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 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.

 MICHIGAN STATE UNIVERSITY
Sponsored Programs Administration
 Office of Sponsored Programs | Contract and Grant Administration

MSU PRINCIPAL INVESTIGATOR SEPARATION CHECKLIST
 Submit to: awards@cga.msu.edu Phone: 517-355-5040

- Principal Investigator Name:
- MSU Department Contact Name(s):
- Principal Investigator's last day at MSU:

Active Sponsored Program Awards:

1. Will any awards be transferred to a new institution? Yes No
If yes, please provide the additional information requested below. If no, please skip to Question 2.

- Please provide the MSU account numbers for awards to be transferred:
- Name of the PI's new institution:
 - If NIH or NSF award, please provide the DUNS for the new institution:
- Pre-Award contact at the new institution (name/email/phone):

Yes No
 Yes No
 Yes No

- Is the PI current with all technical reports and other deliverables to Sponsor(s)?
- Do any of the projects being transferred include subawards?
- Will there be a subaward from the new institution back to MSU?
- Please attach the Dean/Chair approval to transfer the award, including the date of transfer from MSU, remaining balance to be transferred, and list any equipment that will be transferred.

2. If no awards will be transferred to a new institution, or an award will remain at MSU, please provide the additional information requested below:

Will any award(s) be relinquished (i.e. early termination of award)? Yes No

- Please provide the MSU account number(s) for award(s) to be relinquished:

• Please attach the request to relinquish the award(s) to this form.

Will any award(s) remain at MSU? Yes No

- Please provide the MSU account number(s) for the award(s) and identify the new MSU Lead PI:

• Please attach the prior approval request to be submitted to the Sponsor requesting a change in PI.

Ending/Expiring Sponsored Program Awards:

3. If the PI is the lead PI on any Sponsored Program Awards that are ending or have ended, please provide the additional information requested below:

Do any of the awards have outstanding reports or deliverables due to the Sponsor? Yes No

- If yes, will they be submitted prior to the PI leaving MSU? Yes No
- If no, please provide the MSU account number(s), anticipated submission date, and contact information of party responsible for submitting:

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.

Additional Department Considerations

This is a list of other items that should be considered as the PI begins the process of relinquishing, transferring and/or closing a sponsored program account/award. Please also refer to the [MSU HR separation checklist](#).

<input type="checkbox"/>	• If the project has human subject or animal use approval, contact IRB/IACUC to notify them of the transfer, relinquishment or change in PI. IRB - irb@ora.msu.edu , 517-355-2180. IACUC - iacuc@msu.edu , 517-432-8103
<input type="checkbox"/>	• If the project has intellectual property requirements, such as invention/patent reports, contact MSUT (msut@msu.edu) to notify them of the separation.
<input type="checkbox"/>	• If a Data use agreement is in place, notify MSUT of changes – (517-355-2186) cdamta@msu.edu
<input type="checkbox"/>	• If any known or potential conflict of interests exist, contact Conflict of Interest Officer – (517-884-7000, FCOIO@msu.edu)
<input type="checkbox"/>	• Contact HR/EGRadFell about student/grad student appointments – Contact graduate secretary for each project/department. Assign new person in charge of effort of Graduate students.
<input type="checkbox"/>	• Lab shutdown and safety - Environmental Health and Safety 517-355-0153
<input type="checkbox"/>	• For projects requiring an Effort Report certification, confirm that a delegator is set-up and has suitable means to verify effort to be certified. Please email EffortReporting@cga.msu.edu if questions.
<input type="checkbox"/>	• If any equipment or property is being transferred contact Capital Asset Management in regards to appropriate treatment of MSU or Fed owned assets 517-884-6081, email inventory@usd.msu.edu – Department to retain internal records.

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.

View and Delete a Person to Person Delegate

Enter name of delegate (person to certify effort report):
 Salisbury, Stacy (dwyers) - 10076199
[Choose User](#) | [\(Clear\)](#)

Currently Delegated Effort Reports:

▲ Delegated Name	▶ Created By	▶ Created On	Actions
Cartwright, Meghan (cartwr29@msu.edu)	Salisbury, Stacy	10/8/2018	Delete
Hibbard, Sharon (hibbard@cga.msu.edu)	Salisbury, Stacy	6/19/2018	Delete

- 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.

Required Fields for Saving Document		▼ hide	
Required Fields for Saving Document			
Proposal Number:	██████████	Sponsor Code:	██████████
Proposal Type:	Award Revision	Project Start Date:	10/01/2015
Lead Unit:	██████████	Project End Date:	09/30/2020
Activity Type:	Education/Instruction		
Project Title:	██████████		
Sponsor Deadline Type:	No Deadline Date		
Sponsor Deadline Date:			

- Review HR termination checklist.

Questions?

