

Transfer Process

DER will need to review these documents first:

- PPF for each transfer - [online](#).
- Original Proposal for each – to get budget and details
- Original Award for each – to get project dates and amounts
- Your offer letter – to get your salary as you will not be in the system until later

DER will then:

- Request your affiliation in KC so we can create your budget
- Create your PI Profile so you can receive credit for the proposal

You will then:

- Create your two-factor credentials [here](#)

Steps to start the award transfer(s): *(Assuming 8/16 transfer start date)*

- **Now:** You contact your post-award office.
 - Ask them to get approval from the agency to transfer your awards to MSU.
- **Through Mid-July:** get an estimated transfer amount for each award
 - Work with DER to get your MSU budget near that amount
- **Aug 1st:** Start finalizing your spending so that your post-award office can get a closer estimated transfer amount.
- **August:**
 - Close out award at your current institution.
 - Your current institution should send final docs to the agency.
 - Work with DER to finalize budget at MSU.
 - If NSF, you or your current institution will set up the transfer in FastLane and submit to MSU.
 - You or DER will log in to enter your budget and documents.
 - MSU will submit transfer to the agency.

Leaving funds at your current institution:

- This is called “subbing back”. DER will work in the subaward back to your current institution.
 - Please keep in mind that any F&A on the first \$25,000 will apply in this case.

Submitting proposals prior to start date:

1. You can submit through your current before 8/16; then transfer the award when funded.
2. You can submit through MSU under a current faculty member (or you as an affiliate). Then change PI's once you are here/when funded.

Your transfers will take time. DER would like to be ready for when we are able to submit the transfer. Work with DER as soon as you know of a transfer to MSU. See below for an overview of the proposal process at MSU. And for any transfer or new proposal, please complete a PPF form [online](#).