

REV JUL '12

UNIVERSITY OF HAWAII
Office of Research Services
Award Transfer Request

Award Number _____

Agency _____

Principal Investigator _____

E-mail _____

This is to notify the Office of Research Services that the above principal investigator will be terminating employment at the University of Hawaii effective _____

We would like to request funding agency approval to:

Nominate _____ as a substitute PI.

Prepare letter of request to the agency which includes the name, qualifications, and current and pending support with endorsement of old PI and new PI. Prepare a *myGrant* record with the new PI as the key personnel. Attach copy of the letter request for the record.

Terminate and closeout project; submit Final Project Report.

Transfer award and remaining unobligated funds in the amount of

\$ _____ to _____ (name of PI's new organization).

Attach transfer request form)

Certifications, Signatures and Approvals:

1. I certify that the information on this form is correct and complete.

Principal Investigator Signature

Date

Dean/Director Signature

Date

Fiscal Authority Signature

Date

For ORS use only:

Verified with ORS Acctg: _____

Ledger Balance \$ _____

Reviewed _____ Date _____