

Thank you for your interest in the change of recipient organization. Prior to the submission of your transfer request, it is recommended that you contact the Program Official assigned to your award to discuss the feasibility of the move. If it is determined to be feasible, then you may proceed with the submission process outlined below.

ORIGINAL/FORMER RECIPIENT ORGANIZATION:

- Relinquishing Statement (PHS Form 3734). If applicable, attach a list of equipment that is transferring to the new organization.
 - The Relinquishing Statement should now be submitted electronically via the eRA Commons Change of Recipient Organization Module. For more on this process please visit: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-132.html>
- Final Invention Statement (Form HHS 568)
- Final Federal Financial Report – FFR (SF-425)
 - **PLEASE NOTE:** The Final FFR and Final invention Statement are part of the closeout process for the former recipient organization. They should be submitted electronically via the eRA Closeout Module within 120 days of the completion of the grant transfer (i.e., after a Revised Notice of Award is received).

NEW RECIPIENT ORGANIZATION:

The change of recipient organization application should now be completed electronically, please visit the following link for additional information regarding the submission process:
<http://grants.nih.gov/grants/guide/pa-files/PA-14-078.html>

For your convenience, I have included the following list of information required for the electronic transfer application via grants.gov:

- SF 424 (R&R) Cover Component
- SF 424 (R&R) Project/Performance Site Location(s)
- SF 424 (R&R) Other Project information:
 - Certification of IRB/IACUC approval, including OHRP and OLAW assurance numbers, if applicable.
 - Facilities and Other Resources, including probable effect of the move on the project.
 - Detailed list of any equipment purchased with grant funds to be transferred to the new organization (inclusion of this list in the transfer application from the new organization indicates its acceptance of title to that equipment).
- SF 424 (R&R) Senior/Key Person Profile:
 - Updated biographical sketches for the PD/PI and existing senior/key personnel
 - Biographical sketches for any proposed new senior/key personnel
 - Updated Other Support page(s) for ALL Senior/Key Personnel
- Budget pages applicable for activity code (current and future years).
 - If the budget for the original award was submitted in a modular format, use the R&R Detailed Budget form for all electronic applications. Recipients may either (1) complete all of the fields in the R&R Detailed Budget as appropriate or (2) complete only the costs for the PD/PI (Section A), and include the remainder of the direct costs under Section F (Other Direct Costs) Item 8, and Section H (Indirect Costs). **WE STRONGLY RECOMMEND TO USE OPTION 2.**
 - For awards resulting from modular applications, include narrative budget information for the current budget period, including total direct cost and the basis for computing F&A costs and, if applicable,

- future budget periods.
- Budgets should not exceed the direct costs previously recommended for direct costs (plus applicable F&A costs) for any budget period.
- For transfers during the course of a budget period, the budget for the initial year must be based on the direct costs relinquished by the former recipient.
- PHS 398 Research Plan
- A progress report for the current year that includes:
 - A statement regarding the goals for the upcoming year
 - A statement indicating whether the overall research plans/aims have changed from the original submission, and, if so, provide updated information.
- PHS 398 Cover Page Supplement
- PHS 398 Checklist
- To expedite the required review of the transfer application, NIMH requests an updated Vertebrate Animal Section addressing the 4 points (noting any changes from original application)
<http://grants.nih.gov/grants/olaw/vaschecklist.pdf>
- To expedite the required review of the transfer application, NIMH requests a complete and updated Human Subjects Section <http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf> (noting/highlighting any changes from original application)
- And, as applicable:
 - PHS 398 Career Development Supplemental Form
 - PHS 398 Fellowship Supplemental Form
 - SBIR/STTR Information

Please feel free to contact your Grants Management Specialist or Program Official as noted in your eRA Commons account.