NASA Shared Services Center (NSSC)
Grants and Agreements Principal Investigator (PI) Transfer Checklist

A complete PI Transfer package <u>must be approved and submitted by the NASA Technical Officer</u> assigned to the award. The PI Transfer package should include the following:

Grant No.:_____

A. <u>From the Relinquishing Institution (for De-obligation):</u>
    1) Relinquishment Letter to include the date relinquished
    2) SF 425 (Financial Report) reflecting the amount to relinquish
    3) Any past due Progress Report(s)   N/A

B. <u>From the New Institution (for Re-obligation):</u>
    1) Letter of Acceptance
    2) Proposal including Statement of Work (SOW)
    3) Budget including Justification and Narrative
    4) Grants Required Assurances (attached)
    5) AOR/POC and PI's contact information (email addresses and phone numbers)
    6) PI Curriculum Vitae (Resume)
    7) Indirect Rate Agreement

C. <u>From the Technical Officer:</u>
    1) Grant PI Transfer Tech Eval and Recommendation (refer to NASA GCAM, Sec. 6.3, 2. a-e) (attached)
    2) Funding PR from De-obligation to Re-obligation (coordinated with the NSSC)
    3) Any correspondence (if applicable)
    4) Other – please state:_____
    5) Copy of this Checklist

The NSSC will not process the PI Transfer without a complete package. The package must include the items listed above (unless not applicable) with the exception of the Funding PR, which in most cases, is created once the funds have been released from the de-obligation to place on the new award.

All PI Transfer Packages must be clearly marked: 'Grant Number PI Transfer (PI's Name)' and forwarded to the nssc-gms@mail.nasa.gov.