

This document supersedes and replaces all previous policies relating to the disposition of Center Module and Individual investigator Research awards following the relocation of the Principal Investigator, the designated named recipient of the aforesaid award(s).

The status(i) of the grant(s) shall be designated as '**suspended**' if at any time during the award period(s) the grantee accepts a position at an academic or research institution other than that identified in the original grant application as the host institution, which is responsible for administration of the award(s).

If the grantee of a **Program Project Award**, accepts other types of employment, retires, or in the event of death, the **Program Director** may request FFB to transfer that Project to another qualified investigator either within the Program or at the host institution of either the Program Director or former Principal Investigator.

If the awardee of an **Individual investigator Research Grant** accepts other types of employment, retires, or in the event of death that grant is terminated unless evidence is provided to FFB by the **Research Director** or corresponding **responsible institutional individual** that the FFB-supported project can be seamlessly continued by a project co-investigator or alternative qualified investigator at that same host institution.

Transfer(s) of the suspended grant(s) and associated unencumbered funds for the balance(s) of the award period(s) to a new institution is/are considered on a case by case basis and may or may not be approved. All transfer requests are subject to the following procedures:

- The grantee must notify FFB of the Principal Investigator's intent to relocate to another Institution and the effective start date.
- The grantee must notify the current institutional grant administrator that FFB requires a final financial statement within **90 days** of the effective relocation date and unexpended funds remaining at the original institution **must be returned to FFB** if FFB does not approve the grant transfer.
- The grantee shall submit to FFB within **60 days** of the relocation to the new institution an abbreviated application (not to exceed **six pages**) to document the feasibility of continuation of the project at the new institution.

To Accompany the Application:

1. A **letter** from the Departmental Chair and/or Director of the Institution describing the faculty position, the laboratory space and departmental support and resources provided and available to the investigator to continue and facilitate the FFB-funded project.
2. If the project involves research using human tissue, DNA or other biological material extracted from human tissues, please submit **proof of application for IRB and IBC** approvals at the new institution. If human tissue samples or extracts are to be transferred to the new institution please submit documentation that unequivocally confirms legality of both ownership of the said material and its transfer to the new institution.
3. If the project uses transgenic animals that have been developed using FFB funds please clarify the disposition of these animals. If the animals are to be transferred to the new institution please provide documentation that the previous host institution has relinquished these animals and that the new institution has accepted them.
4. A **budget** using the standard FFB budget template in excel format

The **application** must include:

- A list of the personnel supported by the proposed funds,
- A list of institutional resources at the disposal of the investigator to support continuation of funding for the project,
- An explanation of how the goals of the project will be accomplished;

If FFB does not approve the transfer of the grant(s) to the new institution it retains the property ownership of any equipment that has been purchased with FFB funds, which must be returned to FFB upon request.