

Hennepin Healthcare Research Institute

Transfer of Active Research Projects

(Approved 12/20/90)

Revised 2015, 2018 (name change only)

Policy:

The disposition of currently active sponsored projects will adhere to the written preferences of the granting organization. The HHRI may, under certain circumstances, request that a project be retained under a new HHRI investigator, or, for projects with a remaining co-investigator, that only a portion of the project be transferred.

Procedure:

The transfer of an active research project from HHRI to another institution requires that the sponsoring agency agrees to transfer the project, that HHRI agrees to relinquish the project, and that the new institution agrees to accept the project. To begin this process, the sponsoring agency should be notified, in writing, of the investigator's intent to leave HHRI and his/her desire to continue the project elsewhere. A letter should be prepared by the investigator outlining the proposed change. This letter usually contains a brief progress report, an estimated date of transfer, an estimate (developed in consultation with the grant accountant) of funds remaining, and an assurance that the work can be continued at a new institution. The letter should be signed by the investigator and endorsed by the appropriate department head and the Director of the Office of Grants and Contracts, PP7.700.

Upon receipt of the endorsed request to relinquish the project, the sponsor will initiate procedures to terminate the project at HHRI. The Office of Grants and Contracts will assist the investigator and the sponsor to facilitate this process.

Once an agreement to terminate is reached with a sponsor, HHRI's Grant Accounting will work with the investigator to identify any residual funds available from the project after all outstanding financial obligations have been met. These unexpended funds will be returned to the sponsor for disposition. The sponsor will inform the investigator of the steps necessary to re-issue a grant to a new institution. This may require a new, competitive application submitted on behalf of the investigator by the new institution. Any costs associated with the transfer of a project are the responsibility of the investigator, the sponsor, and the new institution.