



PI	Dept. Admin. (DA)	Proposal Team (PT)	Awards Team (AT)	Sponsor
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Transfer to FIU Responsibility Matrix/Checklist

INITIAL ACTIONS

Arrange initial meeting to identify the portfolio of award(s), coordinate checklist activities and path forward	x	x	x	
Verify academic start date and anticipated transfer date	x	x		
Provide award relinquishing letter/form from previous institution (if applicable)	x	x		
Provide PT with contact information of the Sponsored Research Office at previous institution	x	x		
Provide PT with details related to any transfer of equipment, as applicable, related to grant	x	x		
Establish bi-weekly meeting with PI and DA to review status of transfers in process			x	

TRANSFER PROCESS

Work with the sponsored research contact at the PI's previous institution and the sponsor to coordinate activities for transfer			x	
Contact sponsor and request/obtain any required documents or clarifications for transfer			x	
Provide the PT with a copy of the original award notice and a detailed budget of the remaining funds to be transferred using FIU's fringe benefit and F&A rates	x	x		
Provide details of any cost share agreements in effect for the new proposal and budget to PT	x	x		
Submit any animal or human subject protocols (submitted to ORI)	x			
Compile agency specific administrative forms			x	
Work on making changes/revisions edits to programmatic/scientific sections of the transfer application	x			
Provide subrecipient SOW, detailed budget, commitment form, and contact information to PT as applicable for any proposed subawards	x	x		

FINAL ACTIONS

Review award from previous institution and compare to anticipated award amount			x	
Proceed with process for proposal ePRAF internal approval	x	x	x	
Submit package to sponsor			x	
Request 90-day pre-award (if applicable)	x	x		
Address follow-up questions from sponsor	x		x	
Issue award notice to FIU				x
Proceed with process for award set up				x
Initiate request for subawards (if applicable)		x		
Issue subaward documents (if applicable)				x
Initiate consultant agreements (if applicable)		x		x