

UNIVERSITY OF SOUTHERN CALIFORNIA
**OFFICIAL STATEMENT RELINQUISHING INTERESTS
AND RIGHTS IN A RESEARCH GRANT**

Date _____

Principal Investigator _____

Sponsor _____

Award Number _____

Account Number _____

Transfer of Equipment _____ Yes _____ No

If Yes, please provide a list of equipment, including the inventory ID (tag) number, that you are transferring.

Estimated Unobligated Balance _____

Note that this is the figure that will be reported to the agency for their use in preparing revised award documents. That portion of the estimated unobligated balance which has been received will be returned to the Sponsor, with a final adjustment, if required, to be made after this account has been closed.

Transfer Organization (New Grantee) _____

Address _____

In view of the fact that we do not wish to nominate another principal investigator to continue the research project at the University of Southern California, this statement will signify our willingness to terminate this award as of _____ (date) and to relinquish all claims to any uncommitted funds remaining in the grant as of that date, as well as to all recommended future support of this project. All reporting requirements have been satisfied for the subject award and for any other sponsored projects the Principal Investigator has received during employment at the University.

Required Approvals:

1. Principal Investigator

4. Dean

2. Sponsored Projects Accounting

5. Manager, Equipment Management

3. Department Chair

6. Contracts and Grants Officer

OFFICIAL STATEMENT RELINQUISHING INTERESTS
AND RIGHTS IN A RESEARCH GRANTS

Instructions for Completing Form:

1. The form should be forwarded to Sponsored Projects Accounting (SPA) after completion and signature by the PI. SPA will adjust the estimated unobligated balanced based upon their records and in consultation with the PI and the department.
2. Equipment Management will verify if equipment is being transferred and verify that the attached equipment list matches their records, and will update their inventory to reflect any transfers of equipment.
3. All reporting requirements for all of the transferring PI's sponsored projects must be completed. Examples of reports that may be required are technical, property, and patent reports. Please contact the appropriate Contracts and Grants Administrator with any questions regarding these requirements.
4. Please check with the sponsor's program office before beginning the transfer process for any specific requirements they may have for transferring an award to another institution.
5. After completing the transfer form and obtaining the required signatures, please deliver the form to the Contracts and Grants Administrator for review and signature.