

INBOUND AWARD ASSESSMENT

This Assessment should be completed to the best of the ability of the School for a faculty member being recruited by USC prior to extending offer for candidates with active sponsored projects from another organization. Please note: The school may not ask the candidate to provide confidential information, such as award documents, data, or personnel information about other employees of the prior institution. Please complete this form and work with the appropriate parties to have it reviewed and approved. Once the form is complete and all signatures are secured, please provide to the Department and Contracts and Grants and process the transfer proposals through Cayuse SP as "New".

INCOMING PI INFORMATION

NAME PRINCIPAL INVESTIGATOR (PI) : _____

PI LEAD UNIT AT USC: _____

PI START DATE AT USC: _____ DATE OF RELINQUISHMENT BY PRIOR INSTITUTION: _____

NAME OF PI's PRIOR INSTITUTION: _____

PI POSITION/TITLE AT USC: _____

CONTACT INFORMATION

USC DEPT ADMIN : *This is the party Dept Admin appointed to assist the incoming PI.*

NAME: _____ E-MAIL: _____

PRIOR INSTITUTION CONTACT: *This is the contact overseeing the PI's awards at the PI's previous institution.*

NAME: _____ E-MAIL: _____

SECTION A - OVERALL ASSESSMENT

What is the financial start-up commitment required to support the transfer of awards? _____

What is the expectation for covering any portion of the recruit's salary through sponsored project funds?

How will the School cover salary costs if the award transfer(s) do not occur?

What are the largest challenges toward achieving the transfer goals and what steps will be taken to mitigate the challenges?

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SECTION B - ACTIVE AWARDS BEING TRANSFERRED OR SUBCONTRACTED TO USC

Please list each award that the PI expects to be transferred or subcontracted to USC and provide the below information about these award transfers.

Sponsor Name	Sponsor Award #	Expected End Date	Estimated Amount to be Transferred to USC	F&A Rate applied at Previous Institution	Has Sponsor Been Notified of the Transfer (Y/N)	Will Equipment be transferred to USC? (Y/N)	Will Animals be transferred to USC? (Y/N)	Will Data or Lab Notebooks be transferred to USC? (Y/N)	Will Software be transferred to USC (Y/N)

SECTION C - ADDITIONAL INFORMATION RE AWARDS BEING TRANSFERRED OR SUBCONTRACTED TO USC

Is the PI the originator of the scientific direction of the above awards?

YES NO (please list the award #'s for awards where this applies below)

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Are there other investigators listed on the Award?

YES (please list the award #'s for awards where this applies below) **NO**

Will the transfer depend on the recruitment of other investigators?

YES (please list the awards where this is applicable below) **NO**

Will some work be retained at current institution making a subcontract to the previous institution necessary?

YES (please list the award #'s for awards where this applies below) **NO**

Does award depend on patient population or community relationship that is unique to current institution? (yes/no)

YES (please list the award #'s for awards where this applies below) **NO**

Does award depend on unique infrastructure/equipment?

YES (please list the award #'s for awards where this applies below) **NO**

Does award contain exceptional terms and conditions (e.g., publication, IP, etc.)? (yes/no)

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YES (please list the award #'s for awards where this applies below) **NO**

SECTION D - Comments

Please provide any additional comments to clarify any information provided above.

Review and Approval of Award Transfer Plan:

Signature -- Dean or Dean Designee

Signature -- Vice President of Research
(Only required for faculty recruits anticipating an ongoing appointment at the current institution)

Signature -- Office of Provost Faculty Affairs
(Only required for faculty recruits anticipating an ongoing appointment at the current institution)