University of Southern California   Department of Contracts and Grants

INBOUND AWARD TRANSFER CHECKLIST

Upon acceptance of offer, the Incoming Award Transfer Checklist documents that all necessary actions were completed prior to the transfer of any grant(s) and/or contract(s) to USC from another organization. The Checklist can be completed for all awards listed in the *Inbound Award Assessment* section B. This checklist can be included in the Cayuse SP routed for the transfer proposal as an "Other" attachment.

TRANSFER AWARD INFORMATION

NAME PRINCIPAL INVESTIGATOR (PI): _____

SPONSOR: _____

SPONSOR AWARD NUMBER: _____

CONTACT INFORMATION AT PRIOR INSTITUTION:

      Contact Name: _____

      Contact E-Mail: _____

SECTION A – CHECKLIST

Below is a list of actions that should be completed as applicable in order to ensure smooth transfer of the PI's awards to USC. Please check the boxes below to certify the applicable actions have been completed. In the event a section is not applicable do not mark the box and move to the next action.

APPOINTMENT SET UP AND/OR IVIP : (applicable to all awards)

- ☐ Appointment is set up in the Workday System.

- ☐ NetID has been activated.

- ☐ Ensure IVIP access has been established. This will be required in order to be listed as a PI on any proposal in Cayuse SP.

COMPLIANCE WITH USC AND SPONSOR REQUIRED DISCLOSURES AND CERTIFICATIONS:

- ☐ Faculty Grants Management Training is completed (Required for all faculty in a Principal Investigator(PI) role)

- ☐ Conflict of Interest (COI) has been completed in the Disclose System (Required for all faculty with PHS funding or a COI)

- ☐ Conflict of Interest (COI) training has been completed (Required for all faculty with PHS funding). .

- ☐ Ensure IP assignment has been completed consistent with Bayh-Dole (Required for all faculty with federal funding)

- ☐ The relevant **Lab Safety Trainings** through the Office of Environmental Health and Safety have been completed, as applicable to the work being performed.

- ☐ If you will be engaging in research involving human subjects, complete **human research subjects training (CITI)** and **obtain your iStar account** as well as HIPAA Privacy Education training and Good Clinical Practice Training as applicable.

- ☐ If Animal Subjects are involved completion of Animal Care and Use training.

INFORMATION REQUIRED FROM PRIOR INSTITUTION: (applicable to all awards)

- ☐ Communicate with the PI and the PI's former institution to obtain transfer approvals and documents.

- ☐ Review sponsor's policy for transferring the award. The Sponsor will indicate what information will be needed by USC..

- ☐ Provide the Inbound Award Assessment to DCG providing list of awards that will be transferred to USC..

SUBMIT TRANSFER PROPOSAL AT USC: (applicable to all awards)

- ☐ Prepare and route a transfer proposal through Cayuse SP.

INBOUND AWARD TRANSFER CHECKLIST

☐ Proposal includes all documents required by the University and the sponsor (e.g. SOW, Budget, Budget Justification).

☐ If proposal includes subaward back to prior institution please attach the subawrad package in Cayuse including: Sub specific SOW, Budget and Budget Justification and a letter of commitment signed by AOR.

☐ Cayuse SP completed and DCG has submitted the proposal to the sponsor.

TO TRANSFER DATA OR MATERIALS TO USC:
Note: Please address any questions to USC Stevens for assistance.

☐ Information on materials that will be transferred to the new location (cell lines, clinical samples, etc.) provided to Department Chair and School Research Dean.

☐ For all Materials to be transferred to USC: request submitted to USC Stevens to prepare the Material Transfer Agreement (MTA).

☐ For all Data to be transferred to USC: submit a request to USC Stevens to prepare the Data Use Agreement (DUA).

TO TRANSFER EQUIPMENT TO USC:
Note: Please address any questions to Department of Equipment Management for assistance.

☐ Equipment Management provided with a list of all equipment being transferred to USC, including (1) the total cost of each item (2) ownership (3) Prior Institution point of contact.

EXPORT CONTROLLED RESEARCH:
Note: Please address any questions to Office of Culture, Ethics and Compliance for assistance.

☐ If the research involves any type of export-controlled research or project: Office of Ethics and Compliance notified.

RESEARCH INVOLVING ANIMALS: Department of Animal Resources
Note: Transfer of animals to USC may involve up to 30-60 days for review and approval. Animal transfers may be inititated at the time of IACUC protocol submission, however, the PI will not be alllowed access to animals and cannot order animals from vendors until IACUC approval is obtained.

☐ Department of Animal Resources (DAR) notified that animals will be transferred to USC and transfer forms submitted.

☐ IACUC Protocol for animal use submitted.

☐ Access to animal resources building(s) obtained.

☐ Access to animal resources building(s) obtained.

FOR RESEARCH INVOLVING HUMAN SUBJECTS: Office of the Protection of Research Subjects
Note: For studies that will be transferred to USC: fully executed IRB Authorization Agreement (IAA) in place at former institution to cover IRB oversight of the study during transition.

☐ Protocol for human subjects research submitted in I-Star.

FOR SPONSORED CLINICAL TRIALS:
Note: For Industry sponsored clinical trials please work with the Clinical Trials Office (CTO). For non industry sponsored clinical trials please work with the Department of Contracts and Grants.

☐ For Industry trials complete OnCore record identifying industry clinical trial transfer.

☐ For Industry trials, provide CTO any information on expected Data Use Agreements related to transfer (in and out).

☐ For clinical trials registered in Clinical Trials.gov notify the PRS Administrator of the award transfer.

FOR RESEARCH INVOLVING BIOHAZARDOUS MATERIALS/RECOMBINANT DNA INVOLVED

☐ Protocol for rDNA and/or biohazardous materials use and/or transfer submitted to the Institutional Biosafety Committee (IBC).