University of Southern California   Department of Contracts and Grants

OUTBOUND ASSESSMENT
Plan for Active Award(s) & Proposal(s) for PI's Departing University

This Assessment should list all active awards and pending proposals where the departing Principal Investigator (PI) is listed in a PI role (this includes multi-PI awards and proposals). Please complete this form prior to the PI's departure to allow time for review and approval of all required parties. Once the form is complete and all signatures are secured please provide to the Department and Contracts and Grants for final review and signature.

OUTGOING PI INFORMATION

NAME PRINCIPAL INVESTIGATOR (PI) : _____

PI LEAD UNIT AT USC: _____

PI LAST DATE AT USC: _____PROPOSED DATE OF RELINQUISHMENT: _____

NAME OF PI's NEW INSTITUTION: _____

CONTACT INFORMATION

USC DEPT ADMIN : *The primary point of contact for Dept/School.*

NAME: _____ E-MAIL: _____

DCG CONTACT: *The DCG Officer point of contact*.

NAME: _____ E-MAIL: _____

SECTION A – PENDING PROPOSALS

Please provide the below information for all pending proposals where the departing USC PI has a role of PI or PI equivalent. If there are none then select "No Pending Proposals" move to Section B.

☐ **The PI has no Active Pending Proposals**

Cayuse SP Project #	Sponsor	This Proposal will be Transferred (*Y/N)*)	This Proposal will Remain at USC and be assigned a New USC PI (*Y/N*)	Comments *(If Proposal is being assigned to a new PI please include new PI information here)*

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SECTION B - ACTIVE AWARDS TO BE TRANSFERRED TO NEW INSTITUTION

Please provide the below information for all active awards being transferred to the PI's New Institution. Please note, that the *Award Transfer Checklist* will also need to be completed for each transferring award once the Outbound Assessment is approved. If there are none then select "No awards will be transferred to the New Institution" move to Section C.

☐ **No awards will be transferred to the New Institution**

Cayuse SP Project #	Sponsor	Estimated Unobligated Balance	Has Sponsor Been Notified of the Transfer (Y/N)	All reports, deliverables, invention disclosures have been submitted? (Y/N) (*If No please provide an explanation in the comments*)	Data and materials will remain at USC? (Y/N)

SECTION C - ACTIVE AWARDS TO REMAIN AT USC

Please provide the below information for all the PI's active awards which will remain at USC. Please note that a revised Cayuse SP should be processed for each award where there is a change in PI and sponsor approval will be required prior to the change being made. If there are none then select "No awards will remain at USC" move to Section D.

☐ **No active awards will remain at USC.**

Cayuse SP Project #	Sponsor	Name of New USC PI	Sponsor Been Notified of the PI change? (Y/N)

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SECTION D - ACTIVE AWARDS TO BE TERMINATED EARLY

Please list all active awards for which the departing USC PI will need to be terminated early as work cannot continue at USC or at the PI's new institution. Please include a brief justification in the comment section E explaining why the work is unable to continue and requires termination. If there are none then select "No awards will be Terminated" move to Section E.

☐ **No active awards will be terminated.**

Cayuse SP Project #	Sponsor	Project End Date	Early Termination is Allowable? (Y/N)	All reports, deliverables, invention disclosures have been submitted? (Y/N) (*If No please provide an explanation in the comments*)

SECTION E - Comments

Please provide any comments to clarify any information provided above.

REVIEW AND APPROVAL OF OUTBOUND ASSESSMENT PLAN
The information, above have been read and reviewed by the below. The appropriate programmatic and administrative personnel involved in the above actions have been consulted as necessary to ensure the accuracy of the above to the best of the Dept/School and PI's knowledge.

Signature of Departing Principal Investigator   Signature of Replacement PI(s) (IF APPLICABLE)

Signature of Dean or Dean Designee   Signature of Department of Contracts and Grants