

## **INCOMING PI TRANSFER CHECKLIST**

This checklist is intended to serve as a guide when a Principal Investigator (PI) transfers to Lehigh University from another institution. This list is not all inclusive, however, highlights the more common issues/concerns that may be encountered during the transition. Page one identifies the responsibilities of ORSP; Page two includes questions/contacts for the PI depending on what might be involved with their research.

### **ADMINISTRATIVE SET UP:**

- Be sure to obtain the individual's LIN for Banner purposes.
- Update the individual's information in the administrative section for the Agency:
  - PI Affiliation with NSF: [www.research.gov](http://www.research.gov) under User Management
  - PI Affiliation with NIH: <https://public.era.nih.gov/commons/public/login.do> under Administration/Accounts
  - PI Affiliation with other sponsors – check sponsor website

### **AWARDS:**

- Communicate with the PI and the PI's former institution. Obtain a list of what awards will be transferred to LU. (Send checklist and award spreadsheet to incoming PI).
- Obtain original proposal, budget, & award information along with relinquishing statement.
- Complete an Intent to Submit to start the proposal process for each award being transferred.
- Review the sponsor's transfer policy (links below for most common sponsors) as it will indicate all required information. Check agency website for those not listed below.
- Work with the PI on the various sections for the transfer i.e. budget, justification, etc. that need to be submitted to the agency.
- Complete final proposal steps (internal and external), including Transmittal, etc.

### **AGENCY SPECIFIC TRANSF INSTRUCTIONS – QUICK LINKS**

National Institutes of Health (NIH)  
<https://www.niams.nih.gov/grants-funding/administering-grant/change-grantee-institution-transfers>  
<https://grants.nih.gov/grants/funding/phs398/phs398.html>

National Science Foundation (NSF)  
[https://www.nsf.gov/pubs/policydocs/pappg18\\_1/pappg\\_7.jsp#VIIB2f](https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_7.jsp#VIIB2f)  
[https://www.nsf.gov/pubs/policydocs/pappguide/nsf10\\_1/aag\\_2.jsp#IIB2h](https://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/aag_2.jsp#IIB2h)

## **INCOMING PI – LU CONTACTS:**

Refer to the [New Faculty Guidance](#) for information regarding Lehigh's research infrastructure.

<b>COMPLIANCE:</b>
<input type="checkbox"/> Complete FCOI training: <a href="https://research.cc.lehigh.edu/content/fcoi-phs-training-requirements">https://research.cc.lehigh.edu/content/fcoi-phs-training-requirements</a>
<input type="checkbox"/> Complete Human Subjects training (if necessary): <a href="https://www.citiprogram.org">https://www.citiprogram.org</a>
<input type="checkbox"/> Complete Animal Welfare training (if necessary): <a href="https://www.citiprogram.org">https://www.citiprogram.org</a>
<input type="checkbox"/> Lehigh Policy can be found here: <a href="https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/29-Aug-2018%20Researcher%20Training.pdf">https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/29-Aug-2018%20Researcher%20Training.pdf</a>
<input type="checkbox"/> Complete Responsible Conduct of Research Training: <a href="https://research.cc.lehigh.edu/RCR">https://research.cc.lehigh.edu/RCR</a>
<input type="checkbox"/> Review <a href="#">Research Essentials Handbook</a> and complete <a href="#">certification</a>

<b>PROTOCOLS:</b>
<i>HUMAN SUBJECTS:</i>
<input type="checkbox"/> Ensure protocols for human research participants are transferred and/or reviewed by the appropriate IRB office: Research Integrity Office
Contacts: Matthew Dohn – email: <a href="mailto:mcd517@lehigh.edu">mcd517@lehigh.edu</a> / Phone: 610-758-2871; Erin Karahuta – email <a href="mailto:elk312@lehigh.edu">elk312@lehigh.edu</a> / Phone: 610-758-2188
<i>ANIMAL WELFARE:</i>
<input type="checkbox"/> Ensure protocols for animal welfare are transferred and/or reviewed by the appropriate IACUC office: Research Integrity Office (same as above)

<b>BIOLOGICAL SAFETY:</b>
<input type="checkbox"/> Ensure all biosafety concerns are addressed for research to be conducted at LU by contacting the Office of Environmental Health and Safety.
E-mail: <a href="mailto:inehs@lehigh.edu">inehs@lehigh.edu</a> / Phone: 610-758-4251

<b>EQUIPMENT:</b>
If equipment will be transferred to LU contact Capital Asset Accounting well before you arrive. There will likely be implications with regard to federal awards and University property management. Ensure you have discussed the location of the equipment with your department chair or College.
Contact: Capital Asset Accounting – Julie Tostevin
E-mail: <a href="mailto:jat306@lehigh.edu">jat306@lehigh.edu</a> / Phone: 610-758-4550

<b>MATERIAL or DATA TRANSFER :</b>
<input type="checkbox"/> If you are transferring material, a new Material Transfer Agreement (MTA) will be necessary. If you are transferring data, a new Data Use Agreement (DUA) will be necessary.
Contact: Office of Technology Transfer
E-mail: <a href="mailto:ott@lehigh.edu">ott@lehigh.edu</a> / Phone: 610-758-5883