

Award Transfers In: Step-by-Step Guide

As soon as you become aware that an academic at another institution will be taking up a post at UCL and seeking to transfer to UCL one or more existing research funding Awards/Agreements please follow the steps outlined below:

1. **Liase with UCL HR Services (and/or your Departmental HR contact, as appropriate)**, regarding the incoming academic's move to UCL. HR Services should be notified as early as possible of the proposed arrangement and will advise you of any additional steps that you need to take.
2. **Notify your Department's [Research Support \(Pre-Award\) Officer](#)** by email that an academic will be transferring into your Department and share any details you have at this stage regarding the Award(s)/Agreement(s) that need to be transferred to UCL.
3. **Download and complete the [Funding Award/Agreement Transfer Form](#)**. This form includes a list of items that you will need to submit with the completed form. Since it may take some time to gather all of these (note that some documents/information will need to be requested from the relinquishing institution and/or the funder), you should begin completing this form as early as possible.
4. **Arrange signature of the completed Funding Award/Agreement Transfer Form by your Head of Department.**
5. **Submit the completed Funding Award/Agreement Transfer Form and requested supporting documents** by email to your Department's [Research Support \(Pre-Award\) Officer](#).
6. **Establish whether the relinquishing institution has any additional requirements.** Relinquishing institutions' requirements in relation to the transfer of Awards/Agreements can vary so it will be important to establish if they have any specific requirements in addition to UCL's process as outlined here.
7. **Establish whether the funder has any additional requirements.** Funder requirements in relation to the transfer of Awards/Agreements vary so it will be important to follow the funder's guidance in addition to UCL's process as outlined here. In particular, it will be necessary to seek the funder's confirmation of the following:
 - For standard, non-commercial grant schemes (e.g. UKRI research council Awards) and charity Awards, whether the funder will terminate the Award at the relinquishing institution and re-issue this (e.g. in the form of a revised Award letter or contract) to UCL

OR if the funder requires that the existing Award/Agreement be novated (i.e. transferred to UCL by way of a new agreement between the relinquishing institution and UCL replacing the relinquishing institution with UCL). In the latter case, a [contract request should be submitted in Worktribe](#) so that your Research Contracts Manager can arrange the necessary contractual paperwork.

- For all other Agreements, including those funded by industry, whether the funder requires that the existing Agreement be novated (i.e. transferred to UCL by way of a new agreement between the relinquishing institution and UCL replacing the relinquishing institution with UCL) or whether the existing Agreement will be terminated at the relinquishing institution and a new contract required between the funder and UCL. In either case, a [contract request should be submitted in Worktribe](#) so that your Research Contracts Manager can arrange the necessary contractual paperwork.

- 8. Create and submit a [Worktribe Project](#).** As soon as you have received details from the relinquishing institution of its closing budget and the funding amount to be transferred to UCL, and obtained approval from the funder of the same, please create a Worktribe Project. Once the required tabs are completed, submit the Worktribe Project for approval by your Department and Research Services.
- 9. If there are any [LMIC \(low and middle-income\) partners](#) involved in the project, liaise with UCL's Global Research Partnerships Officer (k.kertova@ucl.ac.uk) regarding any due diligence requirements.**
- 10. Establish whether any collaboration or other sub-agreements** related to the project need to be novated or arranged, in consultation with the Research Contracts team, as required. If there are partners on the project at other institutions, it is likely that additional contractual agreement(s) will need to be arranged in connection with the transfer of the Award/Agreement to UCL. This, and the nature of any such additional agreement(s), will need to be determined case-by-case, and will depend on who the lead institution is, the nature of each party's involvement in the project (e.g. collaborator, sub-contractor, services provider), and whether any necessary sub-agreements have already been placed by the relinquishing institution or still need to be arranged. Please discuss any such requirements with your Research Contracts Manager who will advise if any contract requests need to be submitted in Worktribe.
- 11. Submit any Worktribe contract requests** that may be required pursuant to Steps 7 and 10 above.

12. **Recommend to the incoming academic that they document any intellectual property (IP) created on the project to date.** This is recommended so as to avoid any future ambiguity regarding the ownership of any such IP. This information should be communicated to the academic department at UCL for onward communication to Research Services as early as possible.

If you are transferring a grant from UCL to another institution see [Transferring Awards from UCL](#)