**Funding Award/Agreement Transfer Form for Academic Departments**

In order that a Funding Award/Agreement can be transferred to UCL from another institution please complete this form and send it by email together with a copy of each of the items listed under the ‘Checklist’ below to your Department’s Research Support (Pre-Award) Officer in Research Services (<https://www.ucl.ac.uk/research-services/rs-contacts/>)

**Checklist**

Research Services will require a copy of each of the following documents, which, where possible, should be shared simultaneously with submission of this form (please tick each box to indicate where the document concerned has been enclosed):

The original Award Letter or Funding Agreement

The original funding Application/Proposal

Approval (letter or email) from the relinquishing institution of the transfer of the Award/Funding Agreement to UCL, including approval of the proposed effective date of the transfer

Approval (letter or email) from the funder of the proposed transfer of the Award/Funding Agreement to UCL, including approval of the proposed effective date of the transfer

Closing budget from the relinquishing institution\*

\* *If not yet available please leave box unticked but note this should be requested and will be required by Research Services in due course in order for the transfer to be arranged*

Approval (letter or email) from the funder of the closing budget from the relinquishing institution\*

\* *If closing budget is not yet available please leave box unticked but note this will be required by Research Services in due course in order for the transfer to be arranged*

Any sub-agreements (collaboration agreements, sub-contracts, services agreements, etc.) entered into by the relinquishing institution relating to the original Award/Funding Agreement that may need to be transferred to UCL

Any other relevant correspondence/documents/information you have received from the relinquishing institution relating to the transfer of the Award/Funding Agreement (be it relating to their internal requirements, discussions with the funder, funder’s requirements, or otherwise)

**1. INCOMING ACADEMIC AND RELINQUISHING INSTITUTION**

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| --- |
| Name of incoming academic: |
| Relinquishing institution where Award/Agreement is held: |
| Position to be taken up at UCL: |
| UCL Department: |
| Contact(s) at relinquishing institution where the Award/Agreement is held:  Name:    Tel: Email: |

**2. PROJECT DETAILS**

|  |  |
| --- | --- |
| Project title: | |
| Project Start Date: | Project End Date: |

**3. FUNDER DETAILS**

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| --- |
| Funder name: |
| Funder Contact:  Name:    Tel: Email: |
| Funder Reference: |

**4. TRANSFER DETAILS**

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| Proposed effective date of transfer of funding Award/Agreement to UCL: |
| Will this be a transfer to UCL of the entire remaining grant and project staff from the relinquishing institution **or** a partial transfer of the existing Award/Agreement to UCL with some staff and/or funds remaining at the relinquishing institution? If a partial transfer, please provide further details. |

**5. OTHER INFORMATION**

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| Will any **materials** need to be transferred to UCL as a result of the Award/Agreement transfer?  Yes  No  If ‘yes’ please provide further details as to the materials to be transferred and from where: |

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| Will any **Personal Data and/or Sensitive Personal Data** need to be transferred to UCL as a  result of the Award/Agreement transfer?  Yes  No  If ‘yes’ please advise in what format (e.g. identifiable, pseudonymised, fully-anonymised, etc.)  such data will be transferred, and from which organisation(s): |

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| Will any **equipment** need to be transferred to UCL as a result of the Award/Agreement transfer?  Yes  No  If ‘yes’ please provide further details as to the equipment to be transferred and from where: |

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| Are there **any specific elements** (support, resources, facilities) included in the original proposal and needed for the project that it would be necessary to check and confirm are available at UCL in  order for UCL to successfully host the award?   Yes  No  If ‘yes’ please provide further details: |

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| Are you aware of any **ethical review/approval** process having been undertaken at the  relinquishing institution in connection with this Project and/or of any outstanding ethical  review/approval requirements? Yes  No  If ‘yes’ please provide further details: |

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| Will **any** **other staff and/or students** at the relinquishing institution be transferring to UCL as a result of the Award/Agreement transfer? Yes  No  If ‘yes’ please provide further details: |

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| Are there **any other parties** (e.g. collaborating institutions, sub-contractors, services providers,  etc.) involved in the Project? Yes  No  If ‘yes’ please provide further details: |

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| Is there **any other information** relevant to this transfer? Yes  No  If ‘yes’ please provide further details: |

I hereby confirm agreement to the transfer of the above Award/Agreement to UCL:

# **Name of UCL Head of Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_