

OSP Faculty Transfer Checklist

Faculty leaving Mason

- 1) This process requires multiple steps, and can take several months to complete depending upon the Sponsor of the award/contract.
- 2) Contact Department Chair, Associate Dean for Research and Department Research Administrator regarding current award portfolio to determine, which projects will remain at Mason and which ones will be transferred to the new institution.
- 3) Contact Department Chair, Associate Dean for Research and Department Research Administrator regarding any equipment that will need to be transferred to the new institution. PI should work with Fiscal Services Fixed Assets so their database can be updated, and also work with the Legal Affairs Office for an MOU reflecting the transfer of any equipment is in "as-is" condition.
- 4) Faculty may want to contact their Program Officer(s) directly as appropriate to notify them that they have accepted a position at another University.
- 5) OSP should be informed by the Associate Dean for Research or College/School Research Administrator which projects will remain at Mason and which ones will be transferred. If an award stays at Mason, it is possible that a subcontract may be issued to the new institution of the departing faculty to continue the science.
- 6) For those awards staying at Mason, OSP needs to know who the new PI will be and will facilitate the change of PI request with the sponsor and process the official modification once received and fully executed.
- 7) PI should contact subrecipients to inform them of the transfer so a final invoice to Mason can be submitted and necessary subagreement modifications can be processed.
- 8) PI or Department Research Administrator should contact Purchasing if there are any standing purchase order commitments that need to be discontinued at Mason.
- 9) For awards transferring, all charges to the Mason fund including indirect costs must be posted prior to the transfer process being finalized. Please note that indirect costs are charged twice a month, so there may be a delay depending on the timing of when charges are processed.
- 10) A final payroll certification report will need to be certified by the PI for federal awards.
- 11) For any awards remaining at Mason to be closed out, a final technical report will need to be completed prior to the faculty member's departure.
- 12) PI should be accessible for questions related to the closeout process at Mason including expenditure review and reconciliation approval.
- 13) OSP requires confirmation from PI and the appropriate College/School Research Administrator that there will be no more charges and the final balance to be transferred.
- 14) OSP will initiate the transfer process and work with the Sponsor and new institution to ensure all documentation is complete and submitted.
 - a. OSP will follow Sponsor guidelines related to award transfers or contact Sponsor to obtain their process.
 - a. This can be a lengthy process where the Sponsor and new institution have questions, require specific documentation, etc.
- 15) During the transfer out period, OSP will contact PI if anything further is needed.
- 16) Once the process is complete, an award modification is processed and Banner is updated to reflect the revised award balance based on the transferred amount. The award is closed out internally, and the PI and College/Department is notified of the successful transfer.