

OSP Faculty Transfer Checklist

Faculty transferring into Mason

- 1) Before contacting GMU to transfer awards, new faculty should notify their current institution and Sponsors. In general, the current institution must agree to relinquish the award, and the agency providing the award needs to approve a transfer to GMU.
- 2) As soon as possible (before arrival), let current Chair, Associate Dean for Research, and Department Research Administrator know about any grant(s)/contract(s) that you are wanting to transfer to Mason.
 - a. If you have proposals recommended for award, please include these on this list.
 - b. If you have any equipment that will be transferred to Mason, please include in the communication.
- 3) Contact OSP or have Department Research Administrator contact OSP to provide contact information from previous institution and list of grants/contracts you are wanting to transfer in.
- 4) Submit OSP request for proposal assistance online so initial paperwork can begin. If you are unable to access the request system because you do not have a Mason login established, someone from your department can submit the request on your behalf, and a faculty member (such as the department chair) can be the stand-in PI for internal routing purposes.
- 5) Work on budget with Department Research Administrator. Please note that indirect rates may differ between institutions and can affect budgeting.
- 6) Once it is determined that the previous institution will relinquish the grant/contract, OSP will work with previous institution and Sponsor to ensure proper documentation is provided in order for awards to transfer.
 - a. OSP will follow Sponsor guidelines related to award/contract transfers or contact Sponsor to obtain their process.
 - b. OSP will need to obtain a final amount of funds available from your previous institution and confirm/obtain approval from Sponsor if required. Please note that continuing to charge expenses to the prior institution will hold up the transfer. Once it is decided to transfer an award, charging should cease so that a final budget assessment can be performed and finalized.
 - c. Sponsor makes award/contract to Mason.
- 7) OSP will set up award at Mason once all official documentation has been provided and award has been signed at Mason.
- 8) Please be patient during this process, as it can take weeks or even months depending on who the award currently resides with and the type of funding it may be. You should contact your Department Chair if you have immediate needs to continue work on the project, as there may be non-sponsored funding sources available through your Department or College where expenses can be temporarily charged and then moved once the award is set up.