



MICHIGAN STATE UNIVERSITY

## Sponsored Programs Administration

Office of Sponsored Programs | Contract and Grant Administration

### MSU PRINCIPAL INVESTIGATOR SEPARATION CHECKLIST

Submit to: [awards@cga.msu.edu](mailto:awards@cga.msu.edu) Phone: 517-355-5040

- Principal Investigator Name:
- MSU Department Contact Name(s):
- Principal Investigator's last day at MSU:

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#### Active Sponsored Program Awards:

1. Will any awards be transferred to a new institution?  Yes  No

*If yes, please provide the additional information requested below. If no, please skip to Question 2.*

- Please provide the MSU account numbers for awards to be transferred:
- Name of the PI's new institution:
  - If NIH or NSF award, please provide the UEI for the new institution:
- Pre-Award contact at the new institution (name/email/phone):
- Is the PI current with all technical reports and other deliverables to Sponsor(s)?  Yes  No
- Do any of the projects being transferred include subawards?  Yes  No
- Will there be a subaward from the new institution back to MSU?  Yes  No
- Please attach the Dean/Chair approval to transfer the award, including the date of transfer from MSU, remaining balance to be transferred, and list any equipment that will be transferred.

2. If no awards will be transferred to a new institution, or an award will remain at MSU, please provide the additional information requested below:

Will any award(s) be relinquished (i.e. early termination of award)?  Yes  No

- Please provide the MSU account number(s) for award(s) to be relinquished:
- Please attach the request to relinquish the award(s) to this form.

Will any award(s) remain at MSU?  Yes  No

- Please provide the MSU account number(s) for the award(s) and identify the new MSU Lead PI:
- Please attach the prior approval request to be submitted to the Sponsor requesting a change in PI.

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#### Ending/Expiring Sponsored Program Awards:

3. If the PI is the lead PI on any Sponsored Program Awards that are ending or have ended, please provide the additional information requested below:

Do any of the awards have outstanding reports or deliverables due to the Sponsor?  Yes  No

- If yes, will they be submitted prior to the PI leaving MSU?  Yes  No
- If no, please provide the MSU account number(s), anticipated submission date, and contact information of party responsible for submitting: