



MICHIGAN STATE UNIVERSITY

Sponsored Programs Administration

Office of Sponsored Programs | Contract and Grant Administration

Additional Department Considerations

This is a list of other items that should be considered as the PI begins the process of relinquishing, transferring and/or closing a sponsored program account/award. Please also refer to the [MSU HR separation checklist](#).

<input type="checkbox"/>	◆ If the project has human subject or animal use approval, contact IRB/IACUC to notify them of the transfer, relinquishment or change in PI. IRB - irb@ora.msu.edu , 517-355-2180. IACUC - iacuc@msu.edu , 517-432-8103
<input type="checkbox"/>	◆ If the project has intellectual property requirements, such as invention/patent reports, contact MSUT (msut@msu.edu) to notify them of the separation.
<input type="checkbox"/>	◆ If a Data use agreement is in place, notify MSUT of changes – (517-355-2186) cdamta@msu.edu
<input type="checkbox"/>	◆ If any known or potential conflict of interests exist, contact Conflict of Interest Officer – (517-884-7000, FCOIO@msu.edu)
<input type="checkbox"/>	◆ Contact HR/EGRadFell about student/grad student appointments – Contact graduate secretary for each project/department. Assign new person in charge of effort of Graduate students.
<input type="checkbox"/>	◆ Lab shutdown and safety - Environmental Health and Safety 517-355-0153
<input type="checkbox"/>	◆ For projects requiring an Effort Report certification, confirm that a delegator is set-up and has suitable means to verify effort to be certified. Please email EffortReporting@cga.msu.edu if questions.
<input type="checkbox"/>	◆ If any equipment or property is being transferred contact Capital Asset Management in regards to appropriate treatment of MSU or Fed owned assets 517-884-6081, email inventory@usd.msu.edu – Department to retain internal records.