



## TRANSFER OF A SPONSORED PROJECT POLICY

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### POLICY:

- I. The purpose of this policy is to assure responsibilities are fulfilled when transferring or terminating a sponsored project. This policy applies to the transfer of a sponsored project *to* CSUSM Corporation by a new Principal Investigator/Project Director (PI/PD), the transfer *out* of a sponsored project (as a subaward with a new institution), and the termination of a sponsored project.
- II. The Office of Sponsored Projects (OSP) will facilitate transfers in conjunction with the Office of Graduate Studies and Research (OGSR) and the PI/PD. It is the PI/PD's responsibility to initiate and notify OSP and OGSR of the transfer and work with the institutions to complete the transfer. In cases where the PI/PD does not give proper notification, OGSR and the department chair or supervisor is required to fulfill these responsibilities.
- III. PI/PD's are required to follow the sponsor's specific guidelines for terminating or transferring sponsored projects as well as the policies of the institutions involved. This process requires combined efforts of the sponsor, the PI/PD, the PI/PD's department, OGSR, OSP, and the research administration office at the other institution, as applicable.
- IV. When a PI/PD plans to transfer a sponsored project to CSUSM, the PI/PD shall follow sponsored project policies governing proposal review, new award acceptance, and compliance approvals involving human studies (Institutional Review Board), live vertebrate animal studies (Institutional Animal Care and Use Committee), patents and inventions and material transfers. Required compliance and approvals must be obtained before work begins.
- V. The CSUSM Senior Research Officer is authorized to determine, on behalf of CSUSM Corporation, whether or not sponsored projects or equipment may be transferred.
- VI. CSUSM/Corporation is the legal owner of all sponsored projects, research records/materials and supporting documentation unless otherwise specified by law, regulation, or agreement.
- VII. CSUSM Corporation is the legal owner of all unspent sponsored project and residual funds as well as all items of material value purchased with the sponsored project funds. A departing PI/PD must request approval from OGSR to transfer a sponsored project.