FOR PIs WHO ARE TRANSFERRING FROM ONE INSTITUTION

TO A NEW INSTITUTION

 PIs who are planning a transfer to a new institution should contact Dr. David F. Nava to request the information and forms that are needed respectively from each institution.

In order to be able to process a PI transfer of the Original institution's Award or Grant to the PI's New institution, a number of documents will be needed, respectively, from each institution, as follows (please pass this information to the relevant official at each respective institution who will be signing and sending the required documents to the Program Officer and to Dr. David F. Nava):

**From the Original Institution**:

Relinquishment Letter

Final Financial Statement SF 425;

Final Technical (Progress) Report; and

Other Required Forms/Reports to respective recipients as stated in Provisions of the original grant (These are needed in order to officially close-out the original institution’s grant).

**From the New Institution**:

Endorsed Proposal, including Statement of Work, Statement that at or via the PI's new affiliation you will have available the facilities and support to accomplish the work as originally selected by the NASA Program in the original institution's proposal, the PI's CV listing the new institution as your current affiliation, address, etc., and Budget and Budget Justification material;

Proposal Cover Sheet with Certifications of Compliance, including CAGE Code and TIN or EIN, Authorized Organizational Representative (AOR) contact information, and new email and telephone number of the PI;

Assurances of Compliance-New Combined 5-page Form E.1.1 through E.1.9 to be filled out and signed by institution's Authorized Official;

 Certifications of Non Discrimination Assurance Form 1206; and

 Updated Rate Agreement, if not already on file at the NSSC.

 Please have copies of ALL of these respective documents sent (by e-mail attachments) directly to the NASA Headquarters Program Officer, with cc to Dr. David F. Nava). This is so that Dr. Nava can have all of the information necessary to draft the needed NASA Technical Evaluation/Recommendation for the transfer and to be able to assemble the procurement request package for sending to the GSFC HGMO (which writes the PR and any de-obligation documents for any remaining unspent funds to be transferred to the new institution's grant) and to the NSSC (which processes the transfer procurement request package and issues the new grant award - Itis the responsibility of Dr. Nava to assemble all of the required PI transfer documents into a complete PI Transfer Procurement Request Package, because the NSSC will not start any processing work with an incomplete set of said documents).

 Sincerely,

Dr. Dave Nava, Operations Manager

--

Dr. David F. Nava, Head

Solar System Exploration Grants Support Office, Code 691.1

Astrochemistry Laboratory, Code 691

NASA Goddard Space Flight Center

Greenbelt, Maryland 20771

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

E-mail Address:David.F.Nava@nasa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Phone (301) 286-5483

Fax (301) 286-0239

(August 28, 2018)