

## Departing PI Award Disposition Notification

This form serves to notify the Research Administration Office when a named Principal Investigator (PI) and any associated sponsored awards are departing Temple University. Upon notification and approval, the office will initiate the appropriate paperwork to transfer the award(s) to the new institution. Please allow 5 business days for our team to analyze the PI's accounts and prepare the necessary documentation. For further details, please refer to the Departing PI Award Disposition Procedure.

**Requestor Name:**

**PI Name:**

**Official Last Day at Temple University:**

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**Check all that apply:**

The department agrees to relinquish the award to the existing PI's new institution. \*If the relinquished award has outgoing subawards, the Subaward team must be contacted to terminate the outgoing subawards.

**New Institution:**

**UEI #:**

**Institution IPF (if NIH Only):**

**Progress Report due:**      **Yes**      **No**

**Submitted yet:**      **Yes**      **No**

**Contact Name:**

**Contact Email:**

The department intends to appoint a replacement PI at Temple University. If replacement PI is within a different college/school of original PI, an administrative change proposal (a new ERA record) must be submitted to document internal approvals for the PI change. Then a PI change request will be submitted to your PreAward team for submission to the sponsor. Please indicate name of new PI on the attached page(s).

The department intends to terminate the award(s):      **Yes**      **No**

**For all awards that will be transferred, terminated or a new PI to be named, please complete Page 2 of this form. If more than 5 awards to be listed, please add an additional completed page 2 to this form.**

Signatures:

PI/Faculty/Researcher*	Date	Assoc. Dean for Research or Designee*	Date
OVPR	Date		

\*signature by PI/Faculty/Researcher and ADR must be obtained before sending this to the OVPR office via email.

**If the OVPR denies any award to be transferred, terminated or have a new PI named, see comments:**

## Departing PI Award Disposition Notification (Page 2)

List of all Awards to be Transferred, Terminated or PI Replacement

### Award 1

Action	Date of Action	ERA #	FOAPAL #
Transfer of Equipment? Y or N	Direct Cost to be transferred	F&A to be transferred	Post Award Signature
Name of New Temple PI, if applicable:			

\*Attach the Equipment Inventory Form if answer is Yes and Equipment is over \$5,000.

### Award 2

Action	Date of Action	ERA #	FOAPAL #
Transfer of Equipment? Y or N	Direct Cost to be transferred	F&A to be transferred	Post Award Signature
Name of New Temple PI, if applicable:			

\*Attach the Equipment Inventory Form if answer is Yes and Equipment is over \$5,000.

### Award 3

Action	Date of Action	ERA #	FOAPAL #
Transfer of Equipment? Y or N	Direct Cost to be transferred	F&A to be transferred	Post Award Signature
Name of New Temple PI, if applicable:			

\*Attach the Equipment Inventory Form if answer is Yes and Equipment is over \$5,000.

### Award 4

Action	Date of Action	ERA #	FOAPAL #
Transfer of Equipment? Y or N	Direct Cost to be transferred	F&A to be transferred	Post Award Signature
Name of New Temple PI, if applicable:			

\*Attach the Equipment Inventory Form if answer is Yes and Equipment is over \$5,000.