



### **Edinburgh Napier University Project Transfers.**

This document details information generally about transferring research grants between Institutions as well as specific information related to incoming and outgoing awards.

Please ensure you alert all parties that will be involved in the transfer. This includes:

- Your sponsor/funder
- Your current department
- Your new department at your new University
- The Research Office project team at current University
- The Research Office project team at your new University
- Any staff employed on the project - consult Human Resources for assistance if staff are going to transfer with you, or will need alternative employment once the project is transferred

You should consider any equipment, data and IP which may need to be transferred between institutions. We need to consider this logistically and contractually.

In some cases a novation agreement will be required replacing one institution with another. In other cases the award will be terminated at the existing institution and new Award Letter issued to the receiving institution re-announcing the award, as a revised award letter or amendment to contract. There may also be part transfers where the new institution could become a partner or subcontract so checks must be made on the individual funder's approach required together with guidance from the legal and contract teams.

### **Inward transfers to Napier:**

Please contact the [Research Funding Manager for your school](#) in the first instance who can support you through the transfer process and will

- Seek confirmation of the transfer from your previous University Research Office
- Write to the sponsor to confirm acceptance in principle and will deal with any documentation that may be required from us by the sponsor
- Contact your previous University to negotiate and confirm the arrangements for any staff employed on the grant, any equipment belonging to the project, and any arrangements for the protection of intellectual property relating to this piece of research
- Take care of any contractual issues relating to the transfer
- Receive and check the re-issued award letter, and will accept on your behalf
- Support you create a project record in Worktribe
- Activate the grant at the University and issue a budget code so that the funds are available for your research

### **Outward transfers from Napier:**

Please contact the [Project Officer for your School](#) in the first instance who can support you through the transfer process and will

- Check with the value of remaining funds to be transferred
- We will write to the sponsor to confirm the transfer and will deal with any documentation that may be required from us by the sponsor
- We will contact your new University to confirm the approximate value of remaining funds to be transferred, and to confirm the arrangements for any staff employed on the grant, any equipment belonging to the project, and any arrangements for the protection of intellectual property relating to this piece of research
- We will take care of any contractual issues relating to the transfer
- We will provide the sponsor with a closing budget or final expenditure statement and will deal with any correspondence on budgetary issues
- We will close the Worktribe and finance records at once the sponsor confirms that the transfer has been approved