**PROJECT TRANSFER FORM**

Please complete a Project Transfer Form for each project that is being transferred to Edinburgh Napier University.

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| --- | --- |
| Name: |  |
| New Post Title: |  |
| Date of Appointment: |  |
| School/Department: |  |

|  |  |
| --- | --- |
| **Previous Institution** | |
| Institution Name: |  |
| School/Department: |  |
| Address: |  |
| **Administrative Contact** | |
| Name: |  |
| Email: |  |
| Telephone: |  |

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| --- | --- | --- |
| **Project Information** | | |
| Title: |  | |
| Start Date: |  | |
| Date of Transfer: |  | |
| End Date: |  | |
| Remaining Budget:  *Please include the original value of the project in brackets.* | £ | |
| Funder(s):  *If more than one, please include all funders and their contribution to the project.* | £ |  |
| £ |  |
| £ |  |
| £ |  |
| £ |  |
| £ |  |
| **Budget Breakdown** | | |
| Staff: |  | |
| Travel & Subsistence: | £ | |
| Consumables: | £ | |
| Equipment: | £ | |
| Other costs: | £ | |
| Estates: | £ | |
| Indirect costs: | £ | |
| **Other Commitments**  *Please detail any commitments not covered by the funder.* | | |
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| **Project Information (continued)** | |
| Will other staff be transferring as part of the project? | Yes/No |
| **Other Transferring Staff**  *If yes, please provide details of ENU staff.* | |
| Staff Name: |  |
| Time spent: | Days –  Hours/week –  % FTE – |
| Staff Name: |  |
| Time spent: | Days –  Hours/week –  % FTE – |
| Staff Name: |  |
| Time spent: | Days –  Hours/week –  % FTE – |

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| **Project Information (continued)** | |
| Are you collaborating with another Institution as part of the project? | Yes/No |
| Has the collaborating Institution been notified of the grant transfer? | Yes/No |
| **Collaborating Institutions**  *If yes, please provide details of the collaborators.* | |
| Staff Name: |  |
| Institution: |  |
| Remaining Budget: |  |
| **Administrative Contact** | |
| Name: |  |
| Email: |  |
| Telephone: |  |