

Forward a PI Transfer Request to Original SPO

Only the PI can forward a PI Transfer Request to the original SPO.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The Forward Transfer Request to Original SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click the **Forward Transfer Request to Original SPO** button. The **Forward the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to forward the PI Transfer Request to the original SPO.



Figure 2 Forward the Grant Transfer Request to Original SPO screen with the message for you to confirm that you want to forward the request to the original SPO. The Forward button is circled.

3. Click the **Forward** button (Figure 2). The **Grant Transfer Request Forwarded to Original SPO** screen displays (Figure 3).



Figure 3 Grant Transfer Request Forwarded to Original SPO screen. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The PI Transfer Request is forwarded to the original SPO, and the **Click on a Link to Work** screen displays (Figure 4) with these options:
- [Update the contact information](#)
 - [View the transfer request forms](#)
 - [Cancel \(or delete\) the request](#)



Figure 4 Click on a Link to Work screen after you have forwarded the PI/PD or co-PI/co-PD Transfer Request to the original SPO.