

Prepare a PI Transfer Request as a PI

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#)).

Notifications & Requests | MAIN ▶ PI Organization: National Science Foundation

Prepared by: PI All by Status

Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit [Research.gov Notifications and Requests](#) for more information.

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
End Date: 12/31/2007
Division: Division Of Information Systems
Award Title: PHS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Alphanan, Alan

Select the Notification or Request Type:

GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	AAG
<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Change PI and Add/Change Co-PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Figure 1 Prepare a New Notification or Request screen.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for PI Transfer in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$49,761.00. The amount to be transferred can not be more than this.
- Invalid date in 'Effective Date of Transfer' field. The date is not in mm/dd/yyyy format.
- You have not selected the awardee organization
- Organization Name is required. Please enter an Organization Name or select the 'Same as Awardee Organization' checkbox.
- Country is required. Please select a Country.

Current status of the request: PI creating new request

Award Information AAG

Original Grant Number : **CCF-0811416** Expiration Date of Grant: **07/31/2011**
 Title : **CPA-CSA: Hardware Support for FPGA-Based Code Acceleration**
 Original Grantee Name : **University of California-Riverside**
 and Address : **U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000**

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

(Nothing selected) (Nothing selected)

Original Grant Amount (including amendments actually awarded, if any) \$230,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: This pre-filled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance (Amount to be Transferred) \$230,000.00

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

No Outstanding Increments

Figure 2 Grant Transfer Request screen.

4. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization that you are transferring the grant to. The **Institution Search** screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Figure 3 Request Details section of the Grant Transfer Request screen. The Select New Awardee Organization button is circled.
Figure 4 Institution Search screen.

5. Type in the box the string (at least three characters) to search for (Figure 4).
 6. Select the search type option (Figure 4):
- **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
7. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Figure 5 Institutions Located screen. The Select button is circled.

8. Highlight the name of the new awardee organizations (Figure 5).
 9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$49,761.00. The amount to be transferred can not be more than this.
- Organization Name is required. Please enter an Organization Name or select the 'Same as Awardee Organization' checkbox.
- Country is required. Please select a Country.

Current status of the request: PI creating new request

Award Information AAG

Original Grant Number : **CCF-0811416** Expiration Date of Grant: **07/31/2011**
 Title : **CPA-CSA: Hardware Support for FPGA-Based Code Acceleration**
 Original Grantee Name : **University of California-Riverside**
 and Address : U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
 Purdue University
 Young Hall
 155 S Grant Street
 West Lafayette, IN 47907-2114

Original Grant Amount
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at effective date of transfer)
[Note: This pre-filled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
 (Amount to be Transferred)

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

No Outstanding Increments

Figure 6 Request Details section of the Grant Transfer Request screen. The View Contact Information link is circled.

10. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University			
FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaLWalls	ref2@test.com	2223334444	2223335000
LuanneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen.

11. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen (Figure 9) is displayed.

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
Purdue University
Young Hall
155 S Grant Street
West Lafayette, IN 47907-2114
[\(View contact information\)](#)

(Nothing selected)

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place of Performance button is circled.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or Same as Awardee Organization
Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Figure 9 Add/Change Primary Place of Performance screen. The Save Primary Place of Performance button is circled.

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**
 - Enter the **City**
 - Select the **State** from the drop down list if the Country is United States
 - Enter the **Zip Code** (9 digit)
 - Select the **Country** from the drop down list
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

GRANT TRANSFER REQUEST	
Please correct the following errors!	
<ul style="list-style-type: none"> The funds available for transfer on this award are: \$374,284.00. The amount to be transferred can not be more than this. 	
Current status of the request: Original SRO working on the request	
Award Information AAG	
Original Grant Number	CBE-0755775
Expiration Date of Grant:	03/31/2012
Title	A Genetically Programmable Module for Screening of Protease Inhibitors based on Quantum Dot-Donor Fluorescence Resonance Energy Transfer
Original Grantee Name and Address	University of California Riverside U of Cal Riverside Office of Research 200 University Office Building RIVERSIDE, CA 92521-1000
Request Details	
Effective Date of Transfer (mm/dd/yyyy)	01/15/2011
Transfer Organization	[New Awardee Organization] [New Primary Place of Performance]
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114 View contact information Select New Awardee Organization	National Science Foundation 4201 Wilson Blvd Arlington, VA, US 222300020 Add/Change New Primary Place Of Performance
Original Grant Amount (including amendments actually awarded, if any)	\$528,188.00
Total Disbursements and Unpaid Obligations (at effective date of transfer) [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	0
Unobligated Balance (Amount to be Transferred)	\$528,188.00 <input type="button" value="Calculate"/>
<p style="color: red;">This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.</p>	
The proposal requested for transfer includes any of the items listed below:	
Human subjects: No Vertebrate animals: No Disclosure of lobbying activities: No No Outstanding Increments	
<input type="button" value="Save & Continue"/> <input type="button" value="Go Back"/>	

Figure 10 Request Details section of the Grant Transfer Request screen with the names of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Start Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount (including amendments actually awarded, if any)	\$230,000.00
Total Disbursements and Unpaid Obligations (at effective date of transfer) [Note: This pre-filled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	200000
Unobligated Balance (Amount to be Transferred)	\$30,000.00 <input type="button" value="Calculate"/>
<p style="color: red;">This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.</p>	
The proposal requested for transfer includes any of the items listed below:	
Human subjects: No Vertebrate animals: No Disclosure of lobbying activities: No No Outstanding Increments	
<input type="button" value="Save & Continue"/> <input type="button" value="Go Back"/>	

Figure 11 Lower portion of the Grant Transfer Request screen. The Save and Continue button is circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated

balance for the award. This is the amount of funds that will be transferred to the new awardee organization.

17. Select any of the following that apply:

- Human subjects involvement
- Vertebrate animals involvement
- Lobbying activities (see "[Disclosing Lobbying Activities](#)")

18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you have these options:

- [Update contact information](#)
- [Edit transfer request forms](#)
- [Check for completeness](#)
- [Forward the PI Transfer Request to the original SPO](#)
- [Cancel \(delete\) the PI Transfer Request](#)



Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer. See [Edit Transfer Request Forms Introduction](#) for instructions.