**Instructions:**

This form should be completed by an RCSI Principal Investigator (PI) leaving RCSI who wishes to transfer his/her grant(s) and/or contract(s) from RCSI to another organization.**ER HECKLIST (INCOMING**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF PRINCIPAL INVESTIGATOR:**  **CURRENT EMAIL ADDRESS:**  **DATE PI WILL LEAVE RCSI:**  **Name Of New Institution Transferring To?** | | | |
| **Checklist (please tick appropriate answer)** | | **Yes** | **No** |
| **1** | Are you transferring **Funding/Grants FROM RCSI**? |  |  |
| **2** | Have you **contacted the Funder** to clarify the procedure of transfer? |  |  |
| **3** | Have you contacted **RCSI Finance for final grant balance details**? |  |  |
| **4** | Are there **Personnel** (staff or students) associated with these grants transferring from RCSI to the New Institution? |  |  |
| **5** | Will **equipment/computers/servers** funded by the grant(s) be transferred from RCSI to the New Institution? |  |  |
| **6** | Do you have **Agreements** that require transfer **FROM RCSI**? |  |  |
| **7** | Have any **inventions/patents/intellectual property** been disclosed under the grant(s)? |  |  |
| **8** | Will any grant inventory require transfer (e.g. samples) under a **Material Transfer Agreement** (MTA)? |  |  |

***Please return the completed checklist to*** [***researchadministration@rcsi.ie***](mailto:researchadministration@rcsi.ie)