

American Diabetes Association Research Programs Award Relinquishment Procedure

In the event of an award relinquishment, PI salary payment for the quarter in which the relinquishment occurs should be pro-rated by dividing the scheduled quarterly payment due by the number of days in the applicable quarter. The commitment for the remainder of the award period is automatically null and void effective on the relinquishment date. Please follow the instructions below to relinquish an ADA-funded award. Note that all requirements must be submitted through the investigator's online [Grant Management](#) account.

Letter from the PI requesting that the award be relinquished. If award being relinquished is a Fellowship Award, the letter must also be co-signed by the Mentor.

- Include date of relinquishment
- Include reason for relinquishment

Final Report submission no later than 60 days after the stated relinquishment date.

- Complete the Final Report (scientific and financial). All required documents can be found online at <https://professional.diabetes.org/meetings/information-current-grantees>.
- Any and all financial adjustments must be incorporated into this final reconciliation and accounting.
- Expenses incurred *after* the award relinquishment date may not be charged to the American Diabetes Association.

If applicable, return any unexpended funds as of the relinquishment date to the American Diabetes Association.

Once the report is received and approved and all funds are reconciled, the Association will provide the Institution a Relinquishment Notice stating the relinquishment date and relinquished grant amount for account close out.

If you have any questions, please contact grantadministration@diabetes.org. ADA wishes you continued success with your research.