

American Diabetes Association Pathway Program Institutional Transfer Checklist

- Letter from the PI
 - Include the date the PI will move
 - Include new contact information (address, phone and email)

- Letter from the Chair at the new institution
 - Include confirmation of non-profit status
 - Include support of PI's research
 - Include available space and facilities
 - Tax ID number for new institution
 - Include contact information of new institution (address, phone and email)

- Contact information from the financial officer at the new institution (address, phone and email)
 - Include the mailing address where payments will be remitted. If there are other ADA funded studies at one institution, all payments will be remitted to the same address.

- Cumulative final financial report from the former institution
 - Include refund of any unused grant money, which it to be forwarded to PI at new institution

Please note that the award will be placed on hold until the transfer is complete. No payments will be made during this period.

Upon completion of all transfer requirements, the Association will forward the official Award Transfer Letter and Acceptance form to the PI. The signed Award Transfer Notification Form must be signed by the PI and new institution in order to complete the transfer and officially reactivate the award.

All refunds submitted from the former institution will be forwarded to the new institution on the PI's behalf. If there is a balance to be paid to the prior institution, it will be deducted from the next scheduled payment(s) to be paid to the new institution.

To expedite the process, verify that all information submitted to ADA is accurate. If you have any questions, please contact Research Programs staff by email at pathway@diabetes.org.

The Association wishes you continued success with your research.