

## American Diabetes Association Pathway Program Award Relinquishment Procedure

In the event of award relinquishment, payment for the quarter in which the relinquishment occurs will 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.

- Submit a letter from the PI requesting that the award be relinquished
  - Include the date of the relinquishment
  - Include reason for relinquishment
  - Include the signature of institutional fiscal officer
  
- Submit a complete Final Report no later than 60 days after the stated relinquished date
  - Complete the Final Scientific Report and Financial Report forms, available on our website under the Post-Award Administration section at <http://professional.diabetes.org/grants-pathway>
  - Any and all financial adjustments must be incorporated into this final reconciliation and accounting. Unused award money must be included in the Final Financial Report
  - Expenses incurred *after* the award relinquishment date may not be charged to the American Diabetes Association
  - The form must be signed by institutional fiscal officer
  
- Return any unexpended funds at the relinquishment date to the American Diabetes Association

Once notification of award relinquishment has been received, the Association will submit written notification to the Principal Investigator verifying the end date and refund due (if any) to the ADA. The PI should forward this information to the Grant Administrator and Fiscal Officer.

If you have any questions, please contact [pathway@diabetes.org](mailto:pathway@diabetes.org). ADA wishes you continued success with your research.