

American Diabetes Association Research Programs Institutional Transfer Guidelines

Please note that institutional transfers are not permitted for:

- Awards that have already been approved for a no-cost extension.
- PDF awards unless the current mentor is also transferring.

The transfer of an award to another institution requires prior approval from the American Diabetes Association ('ADA'). The Principal Investigator ('PI'), the original grantee institution, and the new grantee institution must work together to ensure a streamlined transfer of the ADA award. As a result of this request, the award will be placed on a temporary hold until the entire transfer process is completed.

- Email transfer request to: grantadministration@diabetes.org

Once Grant Administration reviews the email request, the PI will receive an email notifying them that transfer requirements have been posted to their online grant management account (https://www.grantrequest.com/SID_320/). The PI will be asked to upload the following documents:

1. **Transfer Request Letter:** The PI and an official from the original grantee institution must provide a signed letter to the ADA that includes the following information:
 - The reason for the award transfer
 - Termination date at the original grantee institution,
 - How will the ADA funded project will be modified due to the institution change?
 - Explain how the research will continue including a description of any potential challenges or delays and a list of upcoming milestones to be completed at the new institution.
 - PI's start date at the new grantee institution
 - PI's contact information at the new institution (i.e. address, phone, email).
 - Confirmation that any equipment purchased with ADA funds at the original grantee institution will be transferred to the new institution.
2. **Department Chair Letter:** The PI must provide the ADA with a signed letter from the new grantee institution's department chair that includes the following information:
 - Confirmation of new institution's non-profit status
 - Tax ID number for new institution
 - Confirmation of the new institution's support of PI's ADA funded research as well as a description of the available space and facilities.
3. **New Grantee Institution Contact information:** The PI must provide the contact information for the research administration officer and financial officer at the new grantee institution (i.e. address, phone, email), including 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.
4. **Institutional IRB/IACUC Approvals:** The PI is responsible to provide certification of IRB/IACUC related to the research being performed at the new institution, including the ethical approval letter, study protocol and any consent forms, if applicable.

After the request is received and approved by the ADA, we will move to the second phase of the transfer process which will include a final expenditure report from the original grantee institution and financial reconciliation. Based on the final expenditure report, ADA will either process a final payment to the original grantee institution if a balance is owed or request a refund for any unexpended funds. In the case of a refund, ADA will require a refund for any unexpended funds remaining at the original grantee institution before proceeding with the award transfer. Once the remaining funds are received, ADA will process the refunded amount as the first payment to the new institution upon the completion of the entire transfer process.

The total and per year financial commitment and the award duration originally approved by ADA will remain the same. Under no circumstances will the budget for an award be increased beyond the terms originally approved by the ADA.

Once the financial reconciliation is complete, a budget revision requirement and a transfer letter and award acceptance form will be emailed to the PI via the Grant Management Account portal (https://www.grantrequest.com/SID_320/). The PI and a grantee institution representative will complete the budget revision and sign the form. To complete the transfer and reactivate the award, the PI will log into their Grant Management account (https://www.grantrequest.com/SID_320/) and upload the budget revision and signed acceptance form.