American Diabetes Association Research Programs
Institutional Transfer Checklist for Postdoctoral Fellowship Award

☐ Letter from the PI
  • Include the date the institutional transfer will take place
  • Include new contact information (address, phone, fax, email)
  • Describe features of the educational environment that are available to the PI (e.g. other laboratory/department faculty and fellows, lectures/seminars). Must not exceed 250 words.
  • Provide assurance that the project being funded by the Association will be continued at the new institution without any changes to the funded research plan.

☐ Letter of Support from New Mentor
  • Include contact information of new mentor (address, phone, fax, email)
  • Provide assurance of an academic commitment to the PI and to the PI’s research, and confirm commitment of both adequate space and facilities for the conduct of the approved work
  • Provide assurance that the approved project will provide a distinct research program that the PI can independently pursue at the completion of training
  • Describe the PI’s qualifications for the approved research
  • Describe the PI’s potential for a successful independent career in diabetes research
  • Outline plans for the longer-term development and training of the PI

☐ Mentor Training Experience
  • Describe prior mentoring experience and list all fellows now in training and those previously trained within the last five years (student name, training period, degree, year, institution, current position/source of support).

☐ Biographical Sketch from New Mentor
  • Provide a biographical sketch including a list of current funding

☐ 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, fax, email)

☐ Contact information from the financial officer at the new institution (address, phone, fax, 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 grantadministration@diabetes.org, or by phone at (703) 549-1500 x2260.

The Association wishes you continued success with your research.