

LMU | Lincoln Memorial University

Checklist for Transferring Research In

Revised 3/28/23

Be sure you have signed your LMU offer letter and have a university appointment - coordinate with your new LMU department/institute administrator.

Start at your CURRENT institution

- Notify your current institution's **sponsored projects office** about awards that will be transferred to Lincoln Memorial University

The following must be completed to transfer awards:

- Reconciliation of accounts and expenditures (including subs)
- Completion of financial reports
- Closeout of awards*

* Each institution and sponsor has varied steps and requirements to closeout an award.

- Notify your **sponsors(s)** about your move to Lincoln Memorial University and **determine if the award(s) is/are eligible for transfer.**
- Have your current institution contact the Executive Director of ORGSP for each award to be transferred per sponsor requirements for transfer requests.



PI on LMU award cannot also be PI on sub to previous institution.

Get PROPOSALS started at Lincoln Memorial University

- Complete an **Internal Routing Form for Grant/Contract Submission (IRF)** for each award transferring to Lincoln Memorial University and all new proposals.



[Internal Routing Form for Grant/Contract Submission](#)

- Re-budget to account for differences between Lincoln Memorial University's indirect cost percentage and departing institution rate.
- Submit IRF form and budget for each award to the Executive Director of ORGSP.



LMU's indirect cost rate is 27.58% on campus and 13.87% off campus through 06/30/23.



If submitting proposal(s) before official LMU start date, work with your LMU department contact to set up temporary appointment.

Transferring Lab Equipment/Property

- Catalog all capital equipment** (both standalone equipment and fabrications) you would like to transfer and provide to LMU department/institute.
- Coordinate with your current institution and LMU's Finance Office to determine if equipment is eligible for transfer.



[Sample Equipment Inventory](#)



[Finance Office](#)

Property transfers generally fall into three situations:

Non-government titled equipment is coordinated directly between you, your current institution and your LMU department/institute.

Government titled property is coordinated with your current institution, LMU Finance and the sponsor.

Property purchased on an inactive award is coordinated with your current institution, LMU Finance and the sponsor.



Sponsor approval may be required.

- Coordinate with your current institution and your LMU department/institute to negotiate price for equipment transfer, moving costs, insurance and other details
- Arrange for designated personnel at each end of the transfer process to pack-up and handover to transport at current institution and designated personnel to receive equipment/property at LMU.

Transferring Research Materials/Supplies

- Catalog all non-capital equipment, research materials and/or supplies** you would like to transfer and provide list to your LMU department/institute.
- Coordinate with your current institution and your LMU department/institute to negotiate price for materials/supplies transfer, moving costs, insurance and other details.
- Complete any required Materials Transfer Agreements with the LMU Office of General Counsel.
- Coordinate transfer** with your current institution and your LMU department/institute.
- Arrange for designated personnel at each end of the transfer process to pack-up and handover to transport at current institution and designated personnel to receive equipment/property at LMU.



[Sample Equipment Inventory](#)



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Setting Up Your Lab (Complete before arriving at LMU)

- Notify your LMU department/institute of all facility needs, ie
 - Specialized equipment needs and/or HVAC requirements
 - Nature/type/quantity of research materials used
- Arrange for the review and approval of the protocol



[Institutional Biological and Chemical Safety Committee](#)

Animal Subjects (Complete before arriving at LMU)


- Arrange for the review and approval of the protocol
- Arrange for the transfer of animals (may require Materials Transfer Agreement)




[Institutional Animal Care and Use Committee](#)

Human Subjects (Complete before arriving at LMU)


- Work with LMU's Institutional Review Board (IRB) to discuss transition plan for the management of human subject research projects, including:
 - Arrange for the review and approval of the protocol

 [Institutional Review Board](#)

 irb@lmunet.edu


Controlled Research (Export Controlled & Classified)

- Arrange for the review and approval of the protocol and applying for any necessary licenses with the LMU Office of the General Counsel.

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Intellectual Property

- Identify any background IP (inventions, patents, software, etc.) that you created and need for research at LMU.
- Work with the LMU Office of the General Counsel to complete necessary agreements, if needed, to utilize background IP at LMU.

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Personnel

- Work with your LMU department/institute to complete necessary paperwork to transfer personnel coming with you including:
 - Students
 - Post-Docs
 - Research Associates
 - Others

Other Contractual Obligations & Gifts

Terminate or transfer responsibilities for other contractual obligations to LMU, for example:

- Material Cost Agreement
- No Cost Collaborations
- Bailment Agreements
- Data Use Agreements
- Non-Disclosure Agreements

Notify sponsor(s) of these changes.

Coordinate with the LMU Office of General Counsel.



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Identify any research gifts that you are eligible to transfer to LMU and coordinate with the LMU Advancement Department.



[University
Advancement](#)