

Reference	Checklist Date	Item										
1.A		Obtain relinquishment letter from dean to relinquish the grant.										
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1.A		<p>All Co-PI's listed on the grant must sign off on this checklist to show they are aware of the transfer of the grant. This checklist should accompany the transfer request paperwork to the OSU Office of Sponsored Research and Award Administration.</p> <p>Signatures of PI and all Co-PI's:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><i>Signatures</i></th> <th style="text-align: right;"><i>Date</i></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<i>Signatures</i>	<i>Date</i>	_____	_____	_____	_____	_____	_____	_____	_____
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1.C		Ascertain and follow sponsor requirements relating to the transfer.										
3.A		Email the appropriate documentation to the Office of Sponsored Research and Award Administration at osraa@oregonstate.edu for relinquishment of the grant.										