

**Checklist Date**

**Item**

Submit a Cayuse proposal to the OSU Office of Sponsored Programs which contains the following:

Copy of the initial proposal.

Copy of the initial award notice.

Copy of the most recent progress report.

New detailed budget for the funds to be transferred using OSU's fringe benefit (OPE) and F&A (indirect cost) rates.

Details of any cost-share agreement made on the original award and how that cost-share commitment will be satisfied at OSU.

Scope of work for project to be performed at OSU detailing OSU personnel.

Revised agency cover sheet (check agency specific guidelines for transferring a grant to see if this is needed.)

Verification from the department on academic appointment start date.

Relinquishment letter from original institution or signed agency relinquishment form

After the Cayuse proposal has received institutional approval, the PI is responsible for forwarding the necessary materials to the funding agency, unless the funding agency requires electronic submission through NSF FastLane or grants.gov.