



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit OGCA website.

1. Stop all spending on the award as soon as is practical. An award cannot be relinquished by the UAF until all expenditures made at the UAF have been paid and posted to the account.
2. Notify the OGCA as soon as possible. The OGCA can assist in laying out the options for that particular award.
 - Not sure who to contact? See [OGCA Staff](#).
3. The transferring PI should meet with the department chair and administration to develop a transition plan. This plan should address what will happen to active awards, and needs to be approved by the Dean's/Director's Office.
 - The *Outgoing PI Checklist*

attempt to highlight the more common issues/concerns.

If the award will stay at the UAF:

Prepare a change of PI request using the [Award Request \(AwaRe\) Form](#). The justification should be addressed to the sponsor's grants specialist found on the Notice of Award. If the outgoing PI has already left the UAF, we can proceed without it. Submit the [AwaRe Form](#) to OGCA, who will submit the request to the sponsor.

Prepare outgoing sub-award documentation, if applicable. Submit the documentation [Procurement and Contract Services](#) (PCS). PCS will review and issue the new subaward.

If the award will be leaving the UAF:

Prepare the transfer/relinquishment materials as specified by the sponsor. The heading below titled "*Process for Specific Sponsors*" provides specific details for some of the major Federal funding agencies. If you don't see the sponsor of your award listed, please contact the OGCA for more details.

For sponsors that require a letter of request, use the [AwaRe Form](#) and OGCA will prepare a letter addressed to the sponsor's grants specialist or contracting officer and program manager. Remember that the award belongs to the UAF. This relinquishment statement should contain the following:

The sponsor's award number

The effective date of relinquishment

The relinquished amount as of the date of transfer

Justification for the need to transfer the award

