## **Project and Equipment Transfer / Sale Request Form**

Submit a completed and signed (by PI and Department Head) copy of this form to the Office of Sponsored Programs and Property Management at least 30 days prior to the transfer date and include all back-up documentation and signed prior approval requests.					
Name of PI:	Date of Request:				
Effective:	, 20 I will be transferring to:				
•	Insert new institution name				

## ITEMS REQUESTED FOR TRANSFER/SALE - List all items with a replacement value over \$25 (to Property Management)

I wish to transfer the following items (value over \$25), which are integral to my research and unlikely to be used by other researchers at MSU. I understand that my new institution may need to provide funding to purchase this equipment:

Completed by PI				Completed by Property Management				
Approx Date of		MSU Tag # (for capital equipment)	0	Estimated Fair Market Value (attach comparative documentation if				Remaining
Purchase	Description	equipment)	Serial #	available)	Funding Index	Titled to	Purchase Cost	Book value
i	]						1	1

## AWARD MANAGEMENT (to OSP)

I request that the following sponsored projects be transferred to my new institution:

Sponsor	Title	Estimated Transfer \$	Project End Date	MSU-Grant #
•			-	

The following projects will be retained at Montana State University. Attached the required documentation for each project including:

- a. PI changes require agency approval via a letter or e-mail request. The letter must be signed by the current and new requested PI, and a CV and current and pending support form must be attached.
- b. Indicate below whether a subaward will or will not be issued to your new institution. If yes, the new institution will need to provide a SOW and budget to subawards@montana.edu
- c. Indicate below whether or not there is an IACUC, IRB or IBC protocol on the project.

Sponsor	Title	New PI at MSU	To be Subawarded? (Y/N and \$ Amt)	MSU Fund / Index #	Any Protocols? (Y/N)

The following projects are **near completion and I hereby certify that I will complete all required project work**, including any final deliverables or report, prior to my leaving Montana State University:

Sponsor	Title	MSU Fund / Index #

Required Certifications and Signatures:

## PRINCIPAL INVESTIGATOR

As the PI on these projects, I understand that I must work with the Office of Sponsored Programs to obtain formal Sponsor approvals for these items, if necessary. Additionally, I understand that I must notify Property Management of any equipment proposed to be transferred to assure compliance with university procedures and proper removal of property from the University's records. I agree that I will not remove any MSU property or equipment without approval from Property Management.

Principal Investigator	Date			
DEPARTMENT HEAD, DEAN/DIRECTOR After review of the above, I am in agreement with the proposed action accordance with Sponsor and University guidelines to initiate such act				
Department Head	Date			
Dean/Director				
Once signed, submit to OSP and Property Management				
OSP Approval	Date			
Property Management Approval	Date			
Provost	Date			
Legal	Date			
Vice President for Research & Economic Development	Date			
Copies to: Department Head, Property Management, Technology Tra	nsfer Office			
Please provide the name and address of an official at the new ins accountability for the property:	titution who is authorized to accept title and			
Institution:				
Contact Name:	Contact Title:			
Contact Email:	Contact Phone:			