

GMO Guide: How do I transfer grants to UNSW?

Part 1: Inform your previous institution of your transfer

This guide assumes that discussions with your previous institution regarding your resignation have already taken place. If this has not yet occurred, it is best to inform your supervisor and former Grants Office of your transfer as soon as possible, as UNSW Grants Management Office (GMO) communications will assume they are aware of the change.

Part 2: Make a list of grants to be transferred

It is essential that your list of grants to be transferred to UNSW contains the following:

1. Grants for which you are the first named Investigator.
2. Shared grants where you are a named investigator either receiving a component of funding or for which your institution needs to enter into a multi institution agreement. This includes all Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) grants.

Email the list to mygrants.gmo@unsw.edu.au, or the Grants Officer responsible for your Faculty, School or Centre. You can find your allocated Grants Officer via the GMO Staff Contact List: <http://research.unsw.edu.au/gmo-staff-contact-list>.

For each grant, the following details need to be provided:

- Sponsor / Scheme
- Sponsor Reference Number
- Your Role
- Project Title
- Awarded Start Date
- Awarded End Date
- Lead CI Name & Institution (if not you)
- Awarded Amount
- Administering Institution (if not your institution)
- Other Institutions Involved
- Intentions

[An example template which you can use can be found at the end of this document]

Your previous institution will be contacted by the UNSW Grants Management Office.

Once the list is received the GMO will contact your previous Institution's Grants Office to advise your intention to transfer your grants and to request copies of all relevant documentation; proposal, award letter, funding agreement.

You will receive an Acceptance of Grant Form.

Once the GMO receives the above information related to your grants, as well as your contact details; new records will be set up for you in our grants management system, InfoEd. Once these records have been set up, you will be emailed an Acceptance of Grant Form for each project. You must complete this form in full and have it signed-off by your new Head of School, Centre or Institute before returning it to the GMO.

Part 3: The Transfer Process

The ARC and NHMRC have documented grant variation processes for transfers between Administering Institutions;

- An ARC Variation Request needs to be initiated and submitted by the current Administering Institution. The UNSW GMO will liaise with your previous Institution and provide any required documents such as letters of support that they will need to submit with an ARC Variation Request.
- An NHMRC Variation Request is initiated by you as the Chief Investigator in the NHMRC's Research Grant Management System (RGMS) online. The system will prompt you for all transfer requirements and this will include a letter of support from UNSW. The UNSW GMO will arrange this letter and send it to you.

If another sponsor is involved the GMO will contact that sponsor to confirm their requirements for approving a transfer to UNSW. If further input from you is needed, the GMO will contact you to advise requirements.

The GMO will also liaise with your previous Institution's Grants Office to confirm your unspent balances that will be transferred to UNSW. The ARC and NHMRC have processes to transfer any unspent ARC or NHMRC funds from a previous Administering Institution to UNSW. For other sponsors UNSW will usually need to invoice your previous Institution for payment of unspent balances.

Once each grant transfer has been approved by the relevant sponsor, the GMO will review and sign any new funding agreement provided and finalise the set up of a new research account for each grant. The UNSW GMO will also arrange any new collaborative research agreements or multi-institutional agreements required as a result of the transfer of Administering Institution.

Special Case Scenario: Transferring a Fellowship

As a fellowship award is directly linked to the environment in which you will be working and the resources available to you, any transfer of a fellowship must be fully justified. The ARC, for example, expects that each transfer request and the circumstances surrounding the proposed transfer must be fully explained. It is preferred that these requests be endorsed by the Deputy/Pro Vice-Chancellor (Research) of both organisations so that the ARC can be assured that both institutions have considered and agreed that there are exceptional circumstances such as substantial change in the research environment at the current institution for the type of research being undertaken (e.g.

disintegration of the research team, abolishment of the department, facilities becoming inoperable). The UNSW GMO will arrange a supporting letter from the Pro-Vice Chancellor of Research (similar to the Strategic Statement required in the original proposal).

Part 4: What happens next?

You can view your grant details such as Award transferred, deliverables due and documents such as the Funding Agreement or Award letter by accessing your grant record in InfoEd. To learn more about InfoEd or to log in, visit <https://research.unsw.edu.au/infoed>.

Suggested Template

Sponsor	Scheme	Sponsor Reference Number	Your Role	Project Title	Awarded Dates	Lead CI Name and their institution (if not you)	Awarded Amount	Administering Institution	Other Institutions involved	Intentions
NHMRC	Project Grant	APPXXXX	CIB	Role of insulin in preventing diabetes	2011-2013	Professor Smith, USYD	\$300,000	USYD	UMELB, MONASH	This will stay at USYD as I am CIB however, I expect to have some of the funds distributed to me (approx \$50k) at UNSW to pay for support staff/project costs
Heart Foundation	Standard Grant	HFXXXX	CIA	Preventing cardiovascular illness	2012-2015		\$150,000	USYD	None	I will wish to transfer this grant and all remaining funding. USYD will have no ongoing involvement
NHMRC	Project Grant	APPXXXX	CID	Healthy Hearts	2010-2012	Professor Jones, UMELB	\$400,000	MELB	USYD, MACQUARIE	This will stay at UMELB. I am providing in-kind only and not receiving any funding for this grant.