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| UNIVERSITY OF CALIFORNIA, IRVINE | | | | | | | | | | | | | | | | | | |
| OFFICE OF CONTRACT AND GRANT ADMINISTRATION | | | | | | | | | | | | | | | | | | |
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| REQUEST FOR APPROVAL TO TRANSFER ACTIVE CONTRACTS/ | | | | | | | | | | | | | | | | | | |
| GRANTS AND EQUIPMENT FROM UCI TO NEW LOCATION | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Complete this form to facilitate transfer of current contracts or grants and any equipment acquired thereunder from UCI to the new location. See reverse side for instructions. | | | | | | | | | | | | | | | | | | |
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| 1. Principal Investigator | | |  | | | | | | | | | |  | | | | | |
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| 2. Department/School/ORU | | | |  | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
| 3. Agency |  | | | | | | | | Contract/Grant No. | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 4. Award Amount $ | |  | | | | | Award Period | | | |  | | | | Fund No. |  | | |
|  | | | | | | | | | | | | | | | | | | |
| 5. Fund balance anticipated at time of transfer (approximately) $ | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 6. Anticipated date of transfer | | | | |  | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 7. Name and location of new institution | | | | | |  | | | | | | | | |  | | | |
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| Approval is requested to transfer the above named contracts/grants. | | | | | | | | | | | | | | | | | | |
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| Approval is requested to transfer equipment per the attached list. (List equipment by contract/grant number, agency, description of item, fund number, property number, and cost/value. Attach summary of removal costs and explain how costs will be paid.) | | | | | | | | | | | | | | | | | | |
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| SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: | | | | | | | | | | | | | | | | | | |
| Principal Investigator | | | | | | | | | | | | | | | | | | |
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| CAMPUS CERTIFICATIONS/APPROVALS | | | | | | | | | | | | | | | | | | |
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| 1. Department Chair/ORU Director | | | | | | | | | | | | | | | | | | |
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| Approve transfer of contract/grant  Approve transfer of equipment acquired thereunder | | | | | | | | | | | | | | | | | | |
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| Approve transfer of equipment being used in and essential to continued performance of the contract/grant being transferred, but which was acquired under related sponsored agreements that have terminated. | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | |  | | | | | | | | |  | |
| Department Chair/ORU Director Date | | | | | | | | | | | | | | | | | | |
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| 2. School Dean | | | | | | | | | | | | | | | | | | |
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| Based on my review and the department chair’s recommendation, transfer of the contract/grant and equipment is hereby approved. | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | |  | | | | | | | | |  | |
| School Dean Date | | | | | | | | | | | | | | | | | | |
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| 3. Office of Contract and Grant Administration | | | | | | | | | | | | | | | | | | |
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| Request for transfer complies with University/agency policy. | | | | | | | | | | | | | | | | | | |
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| Request requires Equipment Manager to negotiate sale of equipment. | | | | | | | | | | | | | | | | | | |
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| Manager, Contracts and Grants Date | | | | | | | | | | | | | | | | | | |
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| 4. Equipment Manager | | | | | | | | | | | | | | | | | | |
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| Equipment list verified correct and equipment transfer is approved. | | | | | | | | | | | | | | | | | | |
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| Equipment list contained item(s) that required recovery of cost. Estimated value based on the U.C. Useful Life Schedule or estimated residual value is $      . | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | |  | | | | | | | | |  | |
| Equipment Manager Date | | | | | | | | | | | | | | | | | | |
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| Upon completion, return to the Office of Contract and Grant Administration for distribution to the PI, Equipment Manager, and OCGA file. | | | | | | | | | | | | | | | | | | |
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| UCI/OCGA.120 (Revised 3/86) | | | | | | | | | | | | | | | | | | |