

REV 05/21

**UNIVERSITY OF HAWAII**  
**Office of Research Services**  
**Award Transfer Request**

Award Number \_\_\_\_\_ Agency \_\_\_\_\_

Principal Investigator \_\_\_\_\_ E-mail \_\_\_\_\_

This is to notify the Office of Research Services that the above principal investigator will be terminating employment at the University of Hawaii effective \_\_\_\_\_

We would like to request funding agency approval to:

- Nominate \_\_\_\_\_ as a substitute PI.  
Prepare letter of request to the agency which includes the name, qualifications, and current and pending support with endorsement of old PI and new PI. Prepare a *myGrant* record with the new PI as the key personnel. Attach copy of the letter request for the record.
  
- Terminate and closeout project; submit Final Project Report.
  
- Transfer award and remaining unobligated funds in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_ (name of PI's new organization).  
Attach transfer request form)

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**Certifications, Signatures and Approvals:**

1. I certify that the information on this form is correct and complete.

\_\_\_\_\_  
Principal Investigator Signature                      Date

\_\_\_\_\_  
Dean/Director Signature                      Date                      Fiscal Administrator Signature                      Date

**For ORS use only:**

Verified with ORS Acctg: \_\_\_\_\_ Ledger Balance \$ \_\_\_\_\_

Reviewed \_\_\_\_\_ Date \_\_\_\_\_