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 Purchase	Description	MSU Tag # (for capital equipment)	Serial #	Estimated Fair Market Value (attach comparative documentation if available)	Funding Index	Titled to	Purchase Cost	Remaining Book Value

Upon receipt of information from Property Management, submit updated copy of form to OSP

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. Additonally, 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 actions. By signing accordance with Sponsor and University guidelines to initiate such actions.	below, I agree that appropriate steps should be taken ir
Department Head	Date
Dean/Director	Date
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 Transfer Office	
Please provide the name and address of an official at the new institution who accountability for the property:	is authorized to accept title and
Institution:	
Contact Name:	Contact Title:

Contact Email:

Contact Phone: