

# INWARDS RESEARCH GRANTS & CONTRACTS TRANSFER



As soon as the award holder knows that they will be moving institutions they should contact their current department, their School Research Support Services (RSS) team at the University of Manchester and the funder of their research project.



School RSS Teams will liaise with funders, the institution where the grant is held and University of Manchester Contracts, Human Resources and Finance teams to ensure a smooth transition of the award.

**For transfers into the University Manchester, the award holder must document any IP created whilst at their current institution to avoid future ambiguity over ownership, and send these details to their local RSS Team**



Award transfers can take several months depending on the sponsor and complexity of the project. RSS Teams must be given as much notice as possible for any awards needing to be transferred into the University of Manchester to avoid unnecessary delays.



RSS Teams will contact the grant holding University to negotiate and confirm the transfer arrangements for any staff employed on the grant, any equipment belonging to the project, and any arrangements for the protection of intellectual property relating to this piece of research.



RSS Teams will liaise with the University Contracts Team to take care of any contractual issues relating to the transfer. Award transfers cannot take place until all contractual changes are agreed by all parties.



The RSS team will work with the award holder to complete any documentation that may be required from the University of Manchester by the funder. RSS will receive and check the re-issued award letter/contract and will accept on the award holder's behalf. The research award will then be activated at the University of Manchester by the RSS team.