

# OUTWARDS RESEARCH GRANTS & CONTRACTS TRANSFER



All research grants and contracts are awarded to the University and all transfers of research awards to another institution require University approval. As soon as the award holder knows that they will be moving institutions and they wish to transfer awarded projects to their new employer, they must seek approval from their Head of School and notify their local RSS Team.



School Research Support Services (RSS) Teams will liaise with funders, the receiving institution and University of Manchester Contracts, Human Resources and Finance teams to ensure a smooth transition of the award.

**For transfers out of the University Manchester, the award holder must document any IP created whilst at Manchester 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 out of the University to avoid unnecessary delays.



The RSS team will work with the award holder to establish the remaining funds available for transfer and complete any documentation that may be required from us by the funder to action the transfer.



RSS will contact the award holder's new institution to confirm the approximate value of remaining funds to be transferred, and to confirm the arrangements for any staff employed or any equipment belonging to the project. Any arrangements for the protection of intellectual property relating to the research will be discussed at this point.



RSS 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.



RSS will provide the funder with a closing budget or final expenditure statement and will deal with any correspondence on budgetary issues. RSS will close the financial record at Manchester once the funder confirms that the transfer has been approved.