



# BRAIN & BEHAVIOR RESEARCH FOUNDATION

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## INSTITUTIONAL TRANSFER OF GRANTS

Prior approval from the Brain & Behavior Research Foundation is required for the transfer of the grant. A grantee's transfer of institution may involve the transfer of equipment purchased with grant funds. A grantee may transfer his/her grant from a U.S. institution to a foreign institution. The transfer request must be made before the anticipated start date at the new institution (preferably several months in advance). All transfer requests will be reviewed by our Scientific Council. When the transfer is approved, an approval letter and a revised Grant Agreement, depicting the new institution's name, will be sent to the grantee/grants & contracts office.

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**Grantee Name:**

**Type of  
Transfer**

Pre-Award  
Transfer

Active-Award  
Transfer

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### Transfer Document Checklist

**Documents required for transfer (PLEASE SUBMIT FORMS IN ONE SINGLE PDF DOCUMENT):**

A letter from Grantee requesting the transfer to include: Grantee's Name, Grant type and year, Current and New Institution, Date of transfer, Transfer Type (Pre-Award Transfer - applies to grantees who have not received any funding from our Foundation or Active-Award Transfer - applied to grantees who have received at least one payment from the Foundation).

A relinquishment letter from the current institution

A final financial report from the current institution, including the total amount of funds to be transferred to the new institution (please send the financial report with a check for any unexpended funds, made payable to the Brain & Behavior Research Foundation) (for active-award transfers only)

An acceptance letter from the institution stating willingness to administer the grant

A letter from an on-site mentor in the grantee's new department stating willingness to act in this capacity asserting that the project can continue as stated in the original grant application (for Young Investigators only)

New mentor's CV/NIH biosketch (for Young Investigators only)

A revised budget, if necessary

Updated contact information (mailing address, phones, email, etc.) for both the grantee and mentor(s)

**NOTES:**