REQUEST FOR CHANGE IN “GRANTEE INSTITUTION” (FROM LOYOLA)

Below are the steps necessary to transfer a grant from Loyola University Chicago to another Institution:

- Letter of resignation endorsed by the Department Chair and the Dean.
- Letter to Granting Agency requesting permission to transfer grant.
- Closeout Grant and Contract Form.
- List of Equipment to be transferred, including serial number, tag number, dates of purchase and purchase price.
- Relinquishment Statement (for NIH grants only).
- Financial Status Report.