



**LOYOLA
MEDICINE**

*We also treat the human spirit.**

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.