



## **Change in Grantee Institution**

A request for a change in Grantee organization (TO LOYOLA) must include the submission of a Relinquishing Statement and A Final Invention Statement, in addition to certification from the original grantee as well as the submission of a PHS 398 application from the proposed grantee. The application from the proposed grantee (LOYOLA) should include as a minimum:

- Face Page
- Budget Page (Current and Future years)
- Updated Biographical sketch
- Statements indicating whether the overall research plans/aims have changed from the original submission and if so, providing updated information
- Updated Other Support Information
- Resources and Environment Page
- Checklist Page
- Approved IRB/IACUC/IBC Information

If the Change of grantee Institution includes the transfer of equipment purchased with grant funds, the application must include a detailed list. This list, as part of a transfer application, serves as an acceptance of title by the new Institution.

If you have any questions, please contact your Department Administrator/Chairperson or the Office of Research Services at 6-8433.