

**Policy and Procedure Manual
Administrative Manual
Administrative Institutional
Department: Research Operations**



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Reviewed:

Revised:

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APPROVALS:

SLT: 01/14/15

Scope: Medical Center Beckman Research Foundation

**Grant Transfer or
Relinquishment**

I. PURPOSE / BACKGROUND

The purpose of this policy is to establish the guidelines for responding to requests for the transfer or relinquishment of pending or active federal, state or private proposals, grants, awards, subawards or contracts (“Grants”) by former or departing physicians, scientists and other researchers (“Researchers”) employed by or affiliated with City of Hope, City of Hope National Medical Center, Beckman Research Institute of the City of Hope and/or City of Hope Medical Foundation (collectively, “COH”).

II. POLICY

- A. A departing Researcher may submit a request to transfer or relinquish a Grant to the Office of Sponsored Research or Foundations Relations, as applicable. Such request must be in writing and specify the date of the proposed transfer or relinquishment.
- B. The departing Researcher may not contact the granting agency or organization to initiate any transfer or relinquishment discussions. All communications with the granting agency or organization will be conducted by the Office of Sponsored Research or Foundations Relations, as applicable.
- C. COH will consider transferring or relinquishing a Grant to the Researcher’s new employer or institution where such employer or institution is an academic, government or nonprofit research entity and only to the extent permitted under the applicable Grant requirements.
- D. An ad hoc committee will be convened to consider requests to transfer or relinquish the Grant. The ad hoc committee will be comprised of the following individuals:
 - 1. Chair of the departing Researcher’s department and/or chair of the department housing or maintaining the COH Property at issue,
 - 2. Provost and Chief Scientific Officer,
 - 3. Senior Vice President, Research Operations,
 - 4. Director, Office of Sponsored Research and/or Vice President, Foundations Relations, as applicable; and
 - 5. A representative from the Office of General Counsel.

The ad hoc committee shall confer with the Compliance Officer, COHNMC and BRI; Office of Technology Licensing; Research Protections; Office of Sponsored Research, Research Finance; and other departments, as appropriate, about the request.

- E. In determining whether transfer or relinquishment is appropriate, the ad hoc committee will consider the following:
 - 1. Grants may be transferred or relinquished only if there is no other COH researcher available to continue the research supported by such Grant.
- F. Transfer or relinquishment of any Grant will be effectuated by the Office of Sponsored Researcher and/or Foundations Relations, as appropriate, in accordance with the policies, procedures and practices of COH and the granting agency or organization.
- G. The chair of the Researcher's department (or in the case of a departing chair, the Provost) will notify the Researcher of the ad hoc committee's decisions regarding requests for transfers or relinquishments of Grants.

Owner/Sponsor: Senior Vice President, Research Operations

Related Policies:

- 1. Equipment, Materials and Specimen Transfer
- 2. Terminations and Separation of Employment

Appendix One – Acronyms, Terms and Definitions Applicable to this Policy:

- 1. **City of Hope (“COH”)** – City of Hope National Medical Center (“COHNMC”), Beckman Research Institute (“BRI”), and City of Hope Medical Foundation (“COHMF”), collectively referred to as City of Hope (“COH”) for purposes of this policy.
- 2. **Medical Center** – Refers to all facilities covered by City of Hope National Medical Center's hospital license.