

# Oklahoma State University Policy and Procedures

## **TRANSFER OR TERMINATION OF SPONSORED RESEARCH OR SERVICE AGREEMENTS**

**1-0116  
GENERAL  
UNIVERSITY  
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### **POLICY**

1.01 Oklahoma State University may find it necessary to internally transfer a sponsored program to another principal investigator or manager, transfer the project to another university, or terminate the project.

### **PROCEDURE**

- 2.01 Transfer or termination of agreement due to extended absence from projects.
- A. When the principal investigator or project director expects a temporary, but extended, absence for a period of 60 days or longer and duties relating to the operation of the sponsored project cannot be performed, it may be necessary to transfer the project's management to another OSU project manager.
  - B. If the principal investigator, project director, co-investigator, or co-director anticipates a prolonged absence from a sponsored project (60 days or longer), the principal investigator must notify, in writing, the appropriate department head and college research administrator of the pending absence. The college research office should initiate formal notification of the change to appropriate administrative offices through the OSU routing process as well as notify the sponsoring agency.
- 2.02 Transfer or Termination upon separation of Employment from the University - When the project director or principal investigator separates employment from the University, it may be appropriate to reassign the project to another principal investigator within the University, terminate the project's agreement, or transfer the project to another institution.
- A. When project remains at Oklahoma State University. Permanent absence of the principal investigator, project director, co-investigator, or co-director from the OSU campus may not terminate Oklahoma State University's participation in the sponsored project. When the project will remain at Oklahoma State University:
    - 1. The principal investigator or project director, in consultation with the department head, may suggest to the agency's authorized representative in writing a suitable replacement for the project.
    - 2. Upon receiving approval of the recommended replacement candidate in writing from the authorized representative of the sponsoring agency, the college research office should initiate formal notification of the change to appropriate administrative offices through the OSU routing process.
    - 3. If a qualified replacement is not available or not approved by the sponsoring agency, appropriate notification should be initiated by the college's research office to formally terminate the project.

- B. When a sponsored research or service agreement from OSU is transferred to another institution or organization of higher education:
1. The institution or organization requesting the transfer of the sponsored research or service agreement to their institution must initiate such a request in writing directly to the sponsoring agency's authorized representative.
  2. On receiving the transfer approval notification from the sponsoring agency, OSU will take the action necessary to terminate all activities on the transferring project and settle any outstanding financial commitments related to the project.
  3. After all financial commitments have been satisfied, a final financial report or voucher will be prepared for review and final approval by the appropriate college research office. Any residual funds remaining in the project's fund will be liquidated at the discretion and written direction of the sponsoring agency's authorized representative.
  4. Any transfer of property purchased under the sponsored research or service agreement must be made in accordance with Federal Standards and the University's policy regarding Transfer of Property to Other Organizations 1-0106, and coordinated with the University's property offices.

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