**NOTICE OF TRANSFER (IN)**

If you are transferring award/s into Deakin University, cut and paste the information below into an email and send it to [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au)

Dear Deakin Research - Grants

I wish to transfer the awards listed in the table below to Deakin University.

My name is: [Title, Given Name, Last Name]

My email address is: [Provide the most appropriate email address]

At Deakin, I will be working in the Faculty of xxxxx in the School of xxxxx / Institute for xxxxx

My expected start date at Deakin University is: [day, date, month, year]

List the award/s you will be transferring in (add rows as necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Body & Scheme & External Reference No | Abridged Title | Are you Lead CI? | Current Administering Organisation (AO) | Email address of Research Office of current AO |
| Eg ARC Discovery 2012 DP120100200 | Rapid Response Research Grant Transfers – Is it really so hard? | Yes | Monash | xxx@xxx.edu.au |
|  |  |  |  |  |
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|  |  |  |  |  |

**Next Steps:**

1. A staff member from Deakin Research-Grants will contact you for further information.
   1. Our office will need further information and documentation which will include, but is not necessarily limited to, a copy of the original application, the original award letter and a list and contact details of the current Chief or Partner Investigators and their relevant organisations
      1. ***NB: ARC and NHMRC awards have specific requirements and processes that must be followed, Deakin Research-Grants will explain this to you if necessary***
2. Deakin Research – Grants will:
   1. liaise with the current Administering Organisation who is responsible for transferring the award
   2. Keep you informed of progress BUT
      1. ***NB: transferring awards is complicated and time consuming. All parties to an agreement including the funding body must agree to a transfer before it can occur and new agreements must be negotiated and executed by all parties before account codes can be established and work re-commenced.***
      2. ***Delays are often encountered as a large number of researchers are often seeking award transfers during Research offices’ busiest period eg January – April of each calendar year.***