**NOTICE OF TRANSFER (OUT)**

If you are transferring award/s from Deakin University to another Administering Organisation, cut and paste the information below into an email and send it to research-grants@deakin.edu.au . Please cc your School Executive Officer and Faculty / Institute Research Manager.

Dear Deakin Research - Grants

I am moving to [**Name of New Institution**] and wish to transfer the awards listed in the table below.

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

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

My last day at work at Deakin University will be/was: [day, date, month, year]

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Body, Scheme, Year & External Reference No if applicable | Title | Are you Lead CI? | Current Administering Organisation (AO) | Email address of Research Office of current AO |
| Eg DART grant 2013 | Diabetes at Deakin | Yes | Deakin | xxx@xxx.edu.au |
| Eg ARC Discovery 2012 DP120100200 | Rapid Response Research Grant Transfers – Is it really so hard? | No | RMIT | xxx@xxx.edu.au |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Next Steps:**

1. A staff member from Deakin Research-Grants will contact you for further information.
	1. After having contacted you, our office will require information including but not necessarily limited to such matters as the current expenditure against specific grants, whether Deakin staff will continue involvement with the grant and in what capacity, whether monies will need to remain at Deakin to cover research support staff employed as part of the award or to undertake specific components of the work.
2. The current Administering Organisation is responsible for facilitating the transfer and will need to organise and manage any contractual arrangements for the transfer
	* 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***