



## Research and Sponsored Programs Procedure

### Change in Principal Investigator (PI) Home Department (PI Moving to Another Rutgers Department)

#### 1. Overview

Occasionally, faculty and staff will be reassigned to another home department due to a department merger or a change in position resulting from a Human Resources action. If the faculty and staff are listed as Principal Investigator/Project Director on sponsored awards, the following procedure will help ensure the awarded project is moved and assigned to the new home department, along with the Principal Investigator/Project Director.

#### 2. Purpose

Outline expectations and procedures for requesting a Change in Department for a sponsored award, when the Principal Investigator/Project Director of the award is moving to another unit within the school due to a Human Resource action (Merger or Change in home department assignment).

#### 3. Who Must Comply

This policy applies to all members of the University community involved in sponsored projects that include or may include fabricated equipment, including:

- Principal Investigators
- Department Personnel
- School/Institute/Center leadership
- Research Financial Services (RFS)
- Research and Sponsored Programs (RSP)
- Office for Research

#### 4. Definitions

Home Department:	Primary administrative unit assigned to personnel by a human resource action.
Sponsored Award	A grant or contract that binds the University to a set of specific terms and conditions

#### 5. Procedure

##### A. Internal Changes in Department Assignment

When a Rutgers Principal Investigator/Project Director transfers internally from one department to another by human resource action, please follow the procedure outlined below to move the sponsored award to the new department:

- I. The PI(s) and/or department administrator(s) involved in department transfer must notify the RSP Grant Specialist of the intended transfer as soon as possible.
- II. The completed and fully executed Rutgers Departmental Grant Transfer Form must be submitted to the RSP Grants Specialist and must be signed by the Relinquishing Department.

The entire process of the award's internal transfer will be recorded in the respective RAPSS AWD



record as an Award Modification, handled by the RSP Grants Specialist and the RFS Award Setup and Activation Partners team.

- III. The current project (under the initial department) will be closed, and a new one will be established. The budget for the current project will be reduced by the amount to be added to the new project.

The following will be required to complete these actions: A completed Change Request for Project Attributes and a Rutgers budget template for the amount to be transferred.

6. Roles and Responsibilities

Department Personnel	<ul style="list-style-type: none"> <li>• Support the current PI with the request for Change in Department. Assisting with obtaining department approval for</li> <li>• Department change.</li> <li>• Notify RSP of the need to transfer an award to another Department</li> <li>• Submit requests and associated documentation for a Change in the department to RSP by email.</li> </ul>
Principal Investigators	<ul style="list-style-type: none"> <li>• Sign Completed Rutgers Departmental Grant Transfer Form.</li> <li>• Provide Change Request form for Project Attributes and associated budget.</li> </ul>
Research and Sponsored Programs	<ul style="list-style-type: none"> <li>• Support the PI in the Change in Department request.</li> <li>• Review documentation to make sure it is complete.</li> <li>• Document change in the University RAPSS system by processing an Award Modification (Administrative Update), attaching the Rutgers Departmental Transfer Form.</li> </ul>
Award Setup & Activation Partners	<ul style="list-style-type: none"> <li>• Review Award Modification for completeness and accuracy</li> <li>• Process to Post Award for Research Financial Services Oracle Account update.</li> </ul>

7. Resources

- [Research & Sponsored Programs website](#)
- [Departmental Sponsored Project Transfer Form](#)
- [PI Changes and Award Transfers](#)
- [Roles and Responsibilities Matrix](#)
- [Rutgers Budget Template](#)

8. Contact

- [Research and Sponsored Programs](#)
- [Research Financial Services \(Award Setup and Activation Partners\)](#)