![SUNY RF - The Research Foundation for The State University of New York]

Transfer of Sponsored Project Policy

Effective Date: December 4, 2000
Supersedes: N/A
Policy Review Date: To be reviewed every 3 years from effective date
Issuing Authority: Research Foundation President
Policy Owner: Scott E. Shurtleff, VP Sponsored Programs & Regulatory Affairs
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Statement of Policy

The transfer of sponsored projects to another institution is permitted as long as the transfer is in accordance with sponsor policy.

Note: For transfer of a project from one SUNY campus to another, an account at the campus to which the project is transferred will not be established until all administrative processes set forth in this policy have been completed.

Approval Requirement

The Research Foundation (RF) requires approval from the operations manager.

Documentation Standards

Approvals must be in writing and be maintained on file.

Equipment transfer approval must be documented on the Property Status Change Request form.

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Operations Manager	Approval of transfer
Project Director	- Notify the department chairperson and campus Sponsored Programs office when contemplating a transfer. - Arrange for the new institution to accept the transferred project.
Campus Administration	- Comply with sponsor policies by submitting to the sponsor required information regarding the transfer, with a copy to the Office of Sponsored Program Services administrator. - Process all appropriate expenditures prior to the date of transfer. - Insure that sponsor and RF policies are followed for the transfer of equipment. - Obtain approval of the operations manager. **Note:** RF Administrator contact is not required for decentralized campuses.

Definitions

None

Related Information

[Property Management](#)

Forms

None

Change History

Date	Summary of Change
August 3, 2023	Policy reviewed and updated formatting
April 2, 2010	Revised format and corrected links
December 4, 2000	New Policy

Feedback
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