

Research & 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 as a result of department merger or change in position due to a Human Resource action. If the faculty and staff are listed as Principal Investigator/Project Director on sponsored awards, the following procedure will assist in making sure the awarded project is moved and assigned to the new home department along with 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

Principal Investigators
Department Personnel
School/Institute/Center leadership
Grant & Contract Accounting
Research and Sponsored Programs (RSP)
Office for Research

4. Definitions

Home Department: Primary administrative unit assigned to personnel by human resource action.

Sponsored Award: A sponsored award is funding from an external entity such as a private foundation, corporation or governmental agency for an activity with a defined scope and purpose.

5. Procedure

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 sponsored award to new department:

Step 1: 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.

Step 2: 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, which is handled by the RSP Grants Specialist and the RSP Award Set up Team.

Step 3: The current project (under the initial department) will be closed and a new one established. The budget in 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 amount to be transferred.

If you have any questions/concerns regarding any of the information included herein, please contact your RSP Grant Specialist for further assistance.

6. Roles and Responsibilities

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

7. Resources

- a. [Rutgers Departmental Grant Transfer Form](#)
- b. Change Request Form for Project Attributes
- c. [Rutgers Budget Template](#)