



Transferring Grants In and Out of UCD

Transferring entire awards *IN TO* UCD

Transferring Awards into UCD is a similar process to registration of new awards. See the other documents in this section, which outline eligibility to hold accounts in UCD, the process and documentation required to register new awards and the review process for research contracts/agreements.

In addition to documentation required for setting up accounts, in case of transfers, the following documents may be needed:

- Letter of termination from previous host institution
- Closing financial statement from previous host institution
- Confirmation from the Funder

The Grant Registration team will work with the researcher, sponsor, previous host institution, and remaining partners, if any, to complete documentation required for transfer of award. Please email grantreg@ucd.ie for further information.

Transferring entire awards *OUT OF* UCD

As a formal offer of funding is normally made to the university and not directly to the researcher, this agreement remains in place regardless of the mobility of the named researcher and the approval of both parties would be required before any portion of the grant could be transferred with the researcher.¹

Where a researcher leaves UCD to take up a position in another institution, the funding agency/sponsor and Head of School/Institute Director must be informed immediately. Where it is deemed appropriate that the grant should be transferred to another institution with the researcher, the **Research Finance Office** will facilitate the transfer of the funds once all the relevant documentation from the funding agency/sponsor is completed. Approval must be received from both the funding agency/sponsor and the university before any transfer can take place.

¹ Funded Research Activity in UCD – Policy Statement; C2