

**Date:**

**To: [Name of Department Chair/Head]**

**[Department Name]**

**[SAM Administrator Name]**

**From: [PI Name]**

**Subject: Request Transfer of Award – USCeRA Award Account Number [Dept. #-Fund#]**

I hereby request the transfer of my current award **[USCeRA Award Account Number]** from **[Name of Sponsor].** The requested termination date is **[Date].** I have accepted a position at **[Name of New Institution].**

Pertinent award details are as follows:

* + Principal Investigator's name
	+ Sponsor name
	+ Grant/Award number:
	+ Title of award:
	+ Current end date of award:
	+ Institution to which the transfer is requested:
	+ Effective date of transfer/date of termination at USC:
	+ Amount (estimated) of unobligated funds remaining:
	+ Contact information of the office equivalent to SAM Office at the new institution:

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| [Signature of PI] [ Date] | [Signature of Department Head/Unit Head] [Date] |
|  |  |
|  |  |
| [Name of PI] [Date] | [Name of Department Head/Unit Head] [Date] |