



**University of Maryland, School of Pharmacy
SOP Database Procedure for Transfer of Grants**

Effective: November 2, 2007

In order to keep the awards accurate in the SOP Database, the following procedures are to be followed when an award is transferred to another institution.

- 1) Amend the title to insert **(TX to School name)** in front of the grant title, i.e. *(Tx to Utah) Polymers for Targeted Delivery of Angiogenic Inhibitors*. By adding by parenthesis, it will push the grant to the top of the listing, which will make it easier to locate.
- 2) In Project Memo section, insert transfer institution and date
- 3) Amend final budget year to reflect award expended only at SOP
- 4) Amend all years budget (Project Direct and Project F&A) to reflect funding awarded to SOP only once FSR is complete.
- 5) If future years have been added to the record, please amend Budget Proposal Status to read WITHDRAWN.
- 6) Under Budget Memo, note date that the FSR was completed and if there is going to be a sub award back to UMB.

Any future sub award back to SOP will be entered as a new award.

Because people change and memory fades, PLEASE enter into the Project Memo section any other relevant information about this grant you feel may be an issue or questioned in the future.

Any questions or concerns, please contact Alicia Walters x 63234.