

Subgrants

CHANDRA GENERAL OBSERVER PROGRAMS

Transferring Awards

Procedures

1. Current Institution

- A letter from the current institution that is signed by the institution's authorized signatory to the SAO Subawards Section stating that: (a) the Investigator is leaving the current institution and requested that the award be transferred to their new institution and (b) the institution agrees with the transfer and requests that SAO transfer the award.
- Provide the Final Financial Report; Final Program Performance Report, and the Final Patents and Inventions Report [If no patents or inventions, a negative report is required].

Once all the reports are received, the award will then be closed out and the amount of funding to be transferred will be determined based on the final financial report.

Note: the award cannot be transferred until the award at the current institution is closed. ***Institutions have up to 90 days to submit all reports for closeouts.***

2. New Institution

SAO Grant Awards will inform the new institution of the amount to be transferred and the due date of the cost proposal which will be ***not later than 30 days of the date the notice is sent to the new institution.*** The cost proposal shall be submitted using the standard Chandra Cost Proposal forms located on our web site at:

https://lweb.cfa.harvard.edu/spp/sp/forms/GO_forms.html

Transfers will be issued with a one-year period of performance.