

Grantee Guidelines

Transfer Grants



Robert Wood Johnson Foundation

WHAT ARE TRANSFER GRANTS?

Transfer grants shift responsibility for conducting grant activities from one grantee organization to another. Such action can be taken only if there is justification for the transfer, if the present grant has a balance of \$20,000 or more in uncommitted/unexpended funds, and if both organizations involved agree to the transfer. Some common reasons for transferring a grant are the principal investigator transfers to a new organization, the current organization can no longer provide support to the project, or the project itself becomes a separate organization and wishes to complete grant activities under its own name. A transfer grant will be subject to the same application/budget review process as the original grant.

TRANSFER GRANT PROCEDURES

Request for Transfer Letter

The Project Director or an authorized official at the current grantee organization sends a written request for the transfer to the Foundation Program Officer, with a copy to the Foundation Grants Administrator, at least nine weeks prior to the effective start date of the transfer. The letter should state the new ending date of the current grant and the effective start date of the transfer. This letter also should identify the institution/organization to which the grant is being transferred as well as the dollar amount to be transferred. See Addendum #1 for a sample Request for Transfer Letter.

Relinquishment Letter

An authorized financial official at the current grantee organization must send a letter to the Foundation Grants Administrator stating the current institution concurs with the transfer and relinquishes a specified amount of dollars to be transferred. The Relinquishment Letter will be used as the officially binding document to confirm the amount of funds available for the transfer. The relinquishment amount should include all unexpended funds and any expected refunds. Please note that the anticipated start date of the transfer grant will be contingent upon receipt of the relinquishment letter that is required both to relinquish the present grant and to establish the new transfer grant. See Addendum #2 for a sample Relinquishment Letter. See Addendum #3 for a guide for calculating the relinquishment amount.

Final (or projected final) Expenditure Report

The final financial report (or projected final report) should be submitted to the Foundation along with the relinquishment letter or closely thereafter. Please be aware when submitting a projected final financial report that should final actual expenditures be greater than the projected amount, the resulting deficit may not be recouped and will have to be covered by other support. Once funds are transferred, they cannot be recovered. In addition, any refund due under the current grant should be submitted to the Foundation before the transfer grant is awarded. (Refer to Addendum #3.)

Final Narrative Report, Bibliography and Products

The final narrative report describing accomplishments through the date of transfer, along with a bibliography and products as appropriate, must be provided within thirty days after the date of the transfer. Please refer to the narrative reporting guidelines for format and content, available on our web site at http://www.rwjf.org/files/publications/RWJF_GranteeNarrativeFinal.pdf, or contact your Grants Administrator to receive a copy.

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Other Documentation from the New Institution

The RWJF team coordinator will e-mail a new electronic application to the project director. When submitting the application, the project director should include a proposal, budget, and budget narrative detailing how the remaining funds will be utilized at the new organization.

ADDENDUM #1: REQUEST FOR TRANSFER LETTER

(DATE)

RWJF Program Officer
Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316

Reference I.D. #XXXXXXX

Dear Program Officer:

Dr. John Doe, recipient of an award from the Robert Wood Johnson Foundation, has asked that we assist him in transferring his award to ABC Hospital. By means of this letter, XYZ Hospital agrees that this award will terminate at our institution on December 31, 20XX. Dr. Doe intends to activate the award at the ABC Hospital for the period January 1, 20XX, through December 31, 20XX.

Sincerely,

Project Director/Authorized Official

cc: Grants Administrator
NPO (if necessary)

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ADDENDUM #2: RELINQUISHMENT LETTER

(DATE)

Grants Administrator
Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316

Reference I.D. #XXXXXX

Dear Grants Administrator:

On August 22, 20XX, Dr. Doe notified the Foundation that she will be leaving ABC University and that she wished to transfer her grant to her new institution, XYZ University. This letter will serve as ABC University's official relinquishment of this grant as of January 31, 20XX. The starting date at the XYZ University will be February 1, 20XX.

ABC University agrees to relinquish all unspent and uncommitted funds to Dr. Doe's new institution. The amount of unspent and uncommitted funds available to be transferred is \$_____. Within 30 days of terminating this award, ABC University will submit a final financial report that will provide an exact unexpended balance figure.

Sincerely,

Financial Official

cc: Program Officer
NPO (if necessary)
Project Director

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ADDENDUM #3: TRANSFER GRANT BUDGETING PROCEDURES

Please use the following examples as a guide when preparing for a transfer grant.

- Grant #123456 was awarded in the amount of \$1,000,000 for the period January 1, 2003, through December 31, 2005, and is scheduled to be transferred effective September 1, 2003. If, for example, expenses were projected to be \$250,000 for the period January 1, 2003, through August 31, 2003, the maximum amount that could be budgeted for the transfer grant would be as follows:

Current Grant #123456	\$1,000,000
Less: Projected Expense 1/1/03–8/31/03	(250,000)
Unexpended Funds	\$ 750,000*

*Maximum amount available for transfer

- If payments to date have been \$450,000 and the projected expenses are \$250,000, then a refund is due to the Robert Wood Johnson Foundation in the amount of \$200,000.

Payments to Date	\$450,000
Less Projected Expenditures	(250,000)
Refund Due	\$200,000

When projecting expenses for the period January 1, 2003, through August 31, 2003, under grant #123456 please be cognizant of the following:

- If actual expenses incurred for this period are less than your projected expenses, the difference between your projected and actual expenses incurred will be canceled. For example:

Projected Expenses 1/1/03-8/31/03	\$250,000
Less: Actual Expenses Incurred 1/1/03-8/31/03	(240,000)
Amount that Will Be Canceled	\$ 5,000

- If actual expenses incurred for this period are greater than your projected expenses, the amount in excess of your original projection will need to be absorbed by other support. For example:

Projected Expenses 1/1/03-8/31/03	\$250,000
Less: Actual Expenses Incurred 1/1/03-8/31/03	(253,000)
Amount to be Absorbed by Other Support	\$ 3,000

Consequently, you should make sure that your projections are as accurate as possible.