

**"Hello": New PI Hires / Transfers  
A Communication Resource**

P =primary responsibility  
S=secondary responsibility  
I= informational

| <i>Responsibilities</i>   | PI | Dept/Grant Administrators | OSP | Former Institution | Compliance Offices |
|---|----|---------------------------|-----|--------------------|--------------------|
| Contact new PI hire to discuss grant transfer & associated details  |    | P                         | I   |                    |                    |
| Contact sponsoring agencies in advance of transfer date   | S  |                           |     | P                  |                    |
| If equipment is being transferred to BC, contact Plant Accounting   |    | P                         |     |                    |                    |
| Possible IRB, IAUC or Materials Transfer issues   | P  | S                         |     |                    | I                  |
| Sub-Award communication and transfer <i>(reference sub initiation form)</i>                                 |    | P                         | S   |                    |                    |
| Hiring of existing/new personnel  |    | P                         |     |                    |                    |
| Pre-Award spending account until award transfers are fully executed <i>(reference advance account form)</i> |    | P                         | S   |                    |                    |
| Orientation: BC grant policy & procedure overview, workflow, internal process                               |    | P                         | S   |                    |                    |