[USE DEPARTMENTAL LETTERHEAD]

[DATE]

[NAME AND

ADDRESS OF THE GRANT OFFICIAL]

Re: Grant No: [ADD SPONSOR GRANT NUMBER] / [ADD PI NAME]- Relinquish Award/Transfer it to a new institution/

Dear [ Ms., Mr. or Dr. NAME]:

Dr. [ADD PI NAME] will be leaving Yale on [ADD LAST DAY AT YALE]. Yale University agrees to relinquish all responsibility of the grant to his/her new institution, [ADD NEW INSTITUTION NAME] effective [ADD DAY AFTER LAST DAY AT YALE].

The estimated unexpended balance as of [ADD SAME DATE AS LAST DAY AT YALE] is expected to be [ADD AMOUNT OF BALANCE]. A final financial report will be submitted within ninety (90) [THIS SHOULD BE WHATEVER THE TERMS OF THE AWARD STATE] days from [ADD LAST DAY AT YALE] once all appropriate expenditures have posted in our accounting system.

Let us know if you need any additional information.

Sincerely,

[PI NAME AND SIGNATURE]

[AWARD MANAGER’S NAME AND TITLE]

Office of Sponsored Projects

Phone:

Email:

Cc:

[DEPARTMENTAL CONTACT AND

OSP CONTACT AT NEW INSTITUTION]