

Grant/Contract Disposition Procedure

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I. Title

Grant/Contract Disposition Procedure

II. Objective

Establish a standardized process for managing the transfer or disposition of grants and contracts when a Principal Investigator (PI) or Co-PI departs the institution, ensuring compliance and continuity of research activities.

III. Scope

This procedure applies to all faculty and staff who are listed as PI or Co-PI on proposals or awards and are planning to change their appointment status. It covers the handling of awards, equipment, deliverables, and proposals associated with the PI or Co-PI.

IV. Procedure

A. General Information

When a PI or Co-PI plans to change their appointment status, they must notify OGCS and complete a Grant/Contract Disposition Form, providing details about disposition of associated grants, contracts, equipment, and proposals.

B. Active Awards

For each active award, determine the appropriate action (such as transfer, reassignment, or closeout) and ensure necessary approvals and justifications are obtained from institutional leadership.

C. Equipment Transfer

Equipment acquired under awards should be reviewed for potential transfer, with appropriate documentation and approvals.

D. Pending Deliverables/Reports

Outstanding deliverables or reports should be identified, and plans for their completion should be established.

E. Pending Proposals

All pending proposals should be evaluated to identify a suitable PI at UTA or request a transfer.

V. Definitions

- A. PI (Principal Investigator): The individual responsible for the overall conduct of a research project or award.
- B. Co-PI: A collaborator who shares responsibility for the research project.
- C. OGCS (Office of Grant & Contract Services): The UTA office overseeing grant and contract administration.

- D. Disposition Form: The official form used to document and request actions for awards, equipment, and proposals during a transfer or separation.
- E. VPRI: Vice President for Research and Innovation.
- F. Sponsor: The agency or organization funding the research award.
- G. Equipment Transfer: The process of moving equipment purchased under an award to a new institution, subject to approvals.

VI. Relevant Federal and State Statutes

[2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)

VII. Relevant UT System Policies, Procedures and Forms

Grant/Contract Disposition Form

VIII. Who Should Know

All UTA faculty and staff named as PIs or Co-PIs pending proposals or active awards and are planning to change their appointment status.

IX. UTA Office(s) Responsible for Procedure

Sponsoring Department: Office of Grant and Contract Services

X. Dates Approved or Amended

Tuesday, November 4, 2025

XI. Contact Information

All questions regarding this policy should be directed to: ogcs@uta.edu.
Send notifications of errors or changes to: ogcs@uta.edu.