



Change of Institution User Guide

November 8, 2023

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Table of Contents

Table of Contents	3
Change of Institution Overview	4
Features	4
Users	4
Business Rules	5
Eligible Grants	5
Access to Relinquishing Statements	5
Validation	6
Other Rules	6
Starting and Working on Relinquishing Statements (SO)	7
Relinquishing Statement Search Type	7
Relinquishing Statement Status	8
Actions on Relinquishing Statements	9
Editing and Routing a Relinquishing Statement (PI)	18
Viewing a Submitted Relinquishing Statement from Status Information (PI or SO)	22

Change of Institution Overview

The eRA Commons Change of Institution process lets the extramural grantee institution submit an electronic version of a relinquishing statement to the Grants Management community for processing and allows the other grantee institution that is proposed to take over the relinquished grant to access the submitted relinquishing statement.

The institution holding the grant must complete a relinquishing statement through eRA Commons that states it is giving up the grant and identify the receiving institution. The receiving institution must submit an application via Grants.gov using the Parent Funding Opportunity Announcement listed at https://grants.nih.gov/grants/guide/parent_announcements.htm.

NOTE: This functionality only applies to NIH grants.

Features

The Commons system has the following features to accommodate a Change of Institution:

- Create, view, update, save, submit, and route the relinquishing statement via the Commons Status screen
- Create relinquishing statement in PDF format upon submitting the relinquishing statement to the Agency
- Event generated and time sensitive eMail Notifications to appropriate users

Users

The following users are involved in the Change of Institution process.

1. Signing official (SO)
 - a. The original institution's SO can perform the following relinquishing statement functions: Start a new one, View, Edit, Save, Route, Cancel, Delete and Submit relinquishing statement to Agency.

- b. The receiving institution's SO can perform the following functions: View relinquishing statement
2. Program director/principal investigator (PD/PI)
 - a. The original institution's PD/PI can perform the following relinquishing statement functions: View, Edit, Save, Cancel changes, and Route the relinquishing statement to the SO for submitting to the Agency.
3. Grants management official (GMO) or grants management specialist (GMS)
 - a. The GMO or GMS can perform the following relinquishing statement functions: View, Receive, and Return the relinquishing statement.

Business Rules

Eligible Grants

All awarded and active grants withing their budget period are eligible to be relinquished except for the ones with the following statuses:

- 02 – Withdrawn
- 21 – Ineligible organization - application withdrawn
- 30 – Withdrawn by Institute/Center (IC)
- 34 – Administratively withdrawn by IC prior to review or council

Subprojects, Institutional Allowances, and Supplements are excluded from being eligible.

Relinquishing statements can be submitted for any activity code.

Access to Relinquishing Statements

At the current award-holding institution, any SO can start or submit the relinquishing statement to the agency via the Status module.

At the prospective institution, SOs can only access a view-only relinquishing statement form via the Status module.

The PD/PI for the award can review and edit parts of the relinquishing statement only if the SO routes the relinquishing statement to the PD/PI. Specifically, the PI can edit the receiving institution and the contact email at the receiving institution, and the PI can route the relinquishing statement back to the SO.

The relinquishing statement can be routed back and forth between the SO and the PD/PI for an unlimited number of times.

Validation

PD/PI routing is not required. The SO can submit the relinquishing statement without routing it to the PD/PI.

Relinquishing statements submitted for pre-award are not validated for the costs relinquished. They can be zero or the original application's requested funds amounts.

Other Rules

The system allows multiple relinquishing statement submissions. The SO is able to submit a new relinquishing statement only if no relinquishing statement has been submitted or if the existing relinquishing statements have been submitted and are now in **Accepted for Consideration** status.

The relinquishing statement can be deleted by the SO from the relinquishing institution if it is in the **SO Work In Progress** status and has never been submitted to the Agency.

All submitted and accepted versions of the relinquishing statements are visible to the receiving institution.

Grant applications for the new institution should be submitted within thirty days after the relinquishing statement is submitted from the former institution.

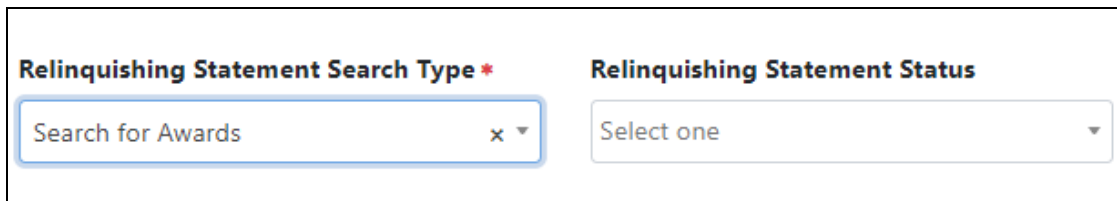
The relinquishing statement should be submitted within thirty days of the grant application for the new institution.

Starting and Working on Relinquishing Statements (SO)

If your institution holds an active award but needs to transfer the award to another institution, a signing official (SO) from your institution must start a relinquishing statement, which contains details of the transfer, which is referred to as a Change of Institution. The transfer must occur before the expiration of the approved project period.

Search Types, Statuses, and Actions for Relinquishing Statements

When you search for relinquishing statements, there are three search types and five possible statuses.



The screenshot shows a search interface with two dropdown menus. The first dropdown is labeled "Relinquishing Statement Search Type *" and has "Search for Awards" selected. The second dropdown is labeled "Relinquishing Statement Status" and has "Select one" selected.

Relinquishing Statement Search Type

You can search for awards that are eligible to be relinquished to other institutions, awards that have a relinquishing statement in progress at your institution, and awards that are in the progress of being relinquished to your institution.

Not Started. This option finds awards at your institution that are eligible to be relinquished to other institutions; that is, awards within the budget period.

Search for Awards. This option finds awards that have a relinquishing statement in progress at your institution

Search for Relinquishing Statements. This option finds awards that are in the process of being relinquished to your institution. These will be in either **Submitted to Agency** or **Accepted for Consideration** status. The only action an SO at the receiving institution can take on these awards is to **View Relinquishing Statement** (view the PDF of the relinquishing statement request).

Relinquishing Statement Status

When you do a search for relinquishing statements, you can click the arrow (circled below) to expand the item and show more information, including the status and the three-dot ellipsis menu, which shows available actions. The actions that are available depend on the status of the relinquishing statement.

The screenshot displays a search result for a Relinquishing Statement. At the top, there is a header with a circled arrow pointing to an expand icon, followed by the award ID 'R01MH010101-01 (MPI)', the title 'Emotional wellbeing in adolescents', the PI name 'FANCHUN, CHIANA', and a green status badge 'Awarded. Non-fellowships only'. Below this, the search results are titled 'Relinquishing Statements'. A specific result is shown for 'Relinquishing Statement 10079' with a three-dot ellipsis menu icon next to it. Below the title, a green badge indicates the status 'Accepted for Consideration', and a field shows the 'RS Submitted Date: 04/08/2022'. Two red callout boxes provide instructions: one points to the three-dot menu stating 'Available actions appear under the three-dot ellipsis menu and change based on the Relinquishing Statement Status.', and another points to the status badge stating 'The Relinquishing Statement Status is shown in search results after clicking the expand arrow (circled).'

SO Work in Progress. An SO has created the relinquishing statement and saved it. The SO, or other SOs at the institution, can edit the statement.

PD/PI Work in Progress. An SO has clicked **Route to PI**, which means the Contact PI for the award will see a Relinquishing Statement action in the Status module for the award, which opens the relinquishing statement. The PI can edit the receiving institution or the email contact at the receiving institution, and when finished, can route the statement back to an SO, who receives a notification email. While the relinquishing statement is routed to a PI, SOs can only view the read-only form or view its routing history.

Submitted to Agency. An SO has clicked **Submit**, submitting the relinquishing statement to the awarding agency for their review and consideration.

Accepted for Consideration. If a relinquishing statement is in **Accepted for Consideration** status, then the awarding agency is currently reviewing and considering the request. While in this status, SOs can only view a read-only PDF of the statement or view its routing history. The agency will either approve the request or set it to **Returned**, which means there is a concern or correction that needs to be made. If a relinquishing statement is in Accepted for Consideration, you can start a new relinquishing statement for the same award.

Returned. If a relinquishing statement status is **Returned**, that means it has been evaluated by the agency and has been returned to the initiating institution for more information or corrections. The SO can continue to edit a relinquishing statement in **Returned** status and can view comments made by agency staff by viewing Routing History.

Actions on Relinquishing Statements

Start a New Relinquishing Statement. This action appears on awards that are eligible for changing their institution. It opens a form where you define the terms of the relinquishment. An SO must use the Relinquishing Statement search in Status module and select the search type of **Not Started** to see awards with this action.

Edit Relinquishing Statement. After an SO saves the relinquishing statement (but does not submit), and while the statement is in **SO Work in Progress** status, the SO can look up the relinquishing statement via the **Search for Awards** search type and use this action to open the relinquishing statement for editing.

View Routing History. Opens a popup window showing all routing actions, including the date, relinquishing statement status, and comments entered by persons who did the routing.

Delete Relinquishing Statement. This can only be done by an SO on a relinquishing statement that is in **SO Work in Progress** status.

View Relinquishing Statement. This can only be done by an SO on a relinquishing statement that is in **Accepted for Consideration, Submitted to Agency, or PD/PI Work in Progress** status. In the first two statuses, the SO can view only a PDF of the submitted relinquishing statement. For the third status, the SO is taken to the **Edit Relinquishing Statement** web page, but all fields are read-only.

Starting a New Relinquishing Statement (SO)

To start a new relinquishing statement:

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. In the Status module, select **Relinquishing Statements** from the **Search Type** dropdown.
The **Relinquishing Statement Search Type** dropdown at the bottom of this

screen lets you find relinquishing statements in different stages of being relinquished.

- To find grants held by your institution that are currently eligible to relinquish (within the current budget period), select **Not Started** from the **Relinquishing Statement Search Type** dropdown.

Home |

Search Type: Relinquishing Statements

Manage Relinquishing Statements - Change of Institution

Type: ex: 5 Activity Code: ex: R01 IC/Institute: ex: GM Serial #: ex: 123456 Support Yr.: ex: 01 Suffix: ex: A1

PD/PI Last Name: ex: Smith PD/PI First Name: ex: John

Relinquishing Statement Search Type *

- Select one
- Not Started**
- Search for Awards
- Search for Relinquishing Statements

Clear Form Search

Figure 1: Manage Relinquishing Statement screen

- In the search results, select **Start a New Relinquishing Statement** from the three-dot ellipsis menu for a grant.

Relinquishing Statement Search Results

Search Criteria: RS Search Type: Not Started

Filter Table 312 Results 1 of 13

Application/Award ID	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
1DP2MH010101-01	Neuronal basis of motivation	DONSON, ZECCA	Awarded. Non-fellowships only	09/01/2018	05/31/2023
1DP2DN032839-01	...	WHITELEV	...	09/01/2022	08/31/2023

The Start a New Relinquishing Statement screen appears.

NOTE: You can email the PD/PI by clicking the PD/PI name at the top of the screen.

Start a New Relinquishing Statement [?](#)

PD/PI Name	Project Period	Award Number	Awardee Institution Relinquishing the Award	Address
Donson, Zecca	09/01/2018 - 05/31/2023	1DP2MH010101-01	UNIVERSITY OF Boulder	Boulder, CO, UNITED STATES 80303

* - Required Field

Identify the Institution where the PD/PI has expressed desire to continue the research

Select Which Identifier *

Search by Institution Name

New Institution Name

Begin typing and select one

Unique Entity Identifier (UEI)

IPF Code

Requested Termination Date *

MM/DD/YYYY

The date the award will be terminated at the current institution. Must be within the project period.

Contact Email at the Institution *

Ex: abc@email.c

Equipment costing \$5000 or more transferring with the project

ex: Electron microscope

Total remaining allowed limit is 2000 characters.

Unexpended Balance - Estimated

That portion of the estimated unexpended balance which has been received will be returned the Public Health service, upon request, with a final adjustment, if required, to be made after the award account has been audited. The unexpended balance on termination date calculated on basis of total amount awarded for the award year, will be:

Direct Cost *	Remaining Direct Cost
\$ 0.00	\$1,500,000.00
Indirect Cost	Remaining Indirect Cost
\$ 0.00	\$810,000.00
Total Cost	Remaining Total Cost
\$ 0.00	\$2,310,000.00

Cancel Save ← Route to PI Submit to Agency

5. Identify the institution to which the award is being transferred in one of three ways:

Type its name and select from the suggestion list, OR, type the institution's unique entity identifier (UEI), OR, type the institution's IPF number. Once you do any of these three actions, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you.

6. To clear the identifier fields, click a **Clear and Start Over** link next to the UEI or IPF field.
7. Enter the requested termination date, the contact email at the *NEW* institution, and optionally list equipment that will transfer with the project. The termination date must be within the current project period.
8. Enter the **Direct Cost** and optionally the **Indirect Cost**.
9. Click **Save** to save the relinquishing statement. If you try to route or submit without saving, you are prompted to first save. After saving the form, its name changes to *Edit Relinquishing Statement* and you can edit further. The status of the relinquishing statement changes to **SO Work in Progress**. Once it is saved, clicking **Cancel** will NOT discard the form.

When finished with the form, you have four options:

- Click **Cancel** to discard the changes since the last time the form was saved.
- Click **Route to PI** so that the PI can review and edit it. A Relinquishing Statement action will appear in the Status module for the PI for this award. The status of the relinquishing statement changes to **PD/PI Work in Progress**. When it is in this status, the SO can only view it or view its routing history.
- Click **Submit to Agency** if you are sure all information is correct. Its status changes to **Submitted to Agency**. After it is submitted, you cannot edit or delete it. When it is in this status, the SO can only view it or view its routing history.

Editing a Relinquishing Statement (SO)

To edit a relinquishing statement, its status must be **SO Work in Progress** or **Returned**.

To edit a relinquishing statement:

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. In the Status module, select **Relinquishing Statements** from the **Search Type** dropdown.

- In the **Relinquishing Statement Search Type** dropdown, select **Search for Awards**.

The **Search for Awards** option shows relinquishing statements initiated at your institution that are in progress. When you select **Search for Awards**, the **Relinquishing Statement Status** dropdown appears to further narrow the search.

The screenshot shows two dropdown menus. The first is labeled "Relinquishing Statement Search Type *" and has "Search for Awards" selected. The second is labeled "Relinquishing Statement Status" and has "Select one" selected.

- In the **Relinquishing Statement Status** dropdown, select either **SO Work in Progress** or **Returned**. Then click **Search**. (You can search for other statuses, but you are only able to view them, not change them.)

The Relinquishing Statement Search Results appears.

The screenshot shows the "Relinquishing Statement Search Results" page. At the top, search criteria are displayed: "RS Status: SO Work in Progress" and "RS Search Type: Search for Awards". Below this is a table with 2 results. The first result is highlighted with a red box around the Application/Award ID.

Application/Award ID	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

Below the table, the "Relinquishing Statements" section shows a detailed view for "Relinquishing Statement 10786". The status is "SO Work in Progress" and the "RS Submitted Date" is "Not Submitted". A red box highlights the menu options: "Edit Relinquishing Statement", "View Routing History", and "Delete Relinquishing Statement".

- For the relinquishing statement you are looking up, click the arrow icon in the **Application/Award ID** column, which expands the row to show more

information. More than one relinquishing statement can appear here.

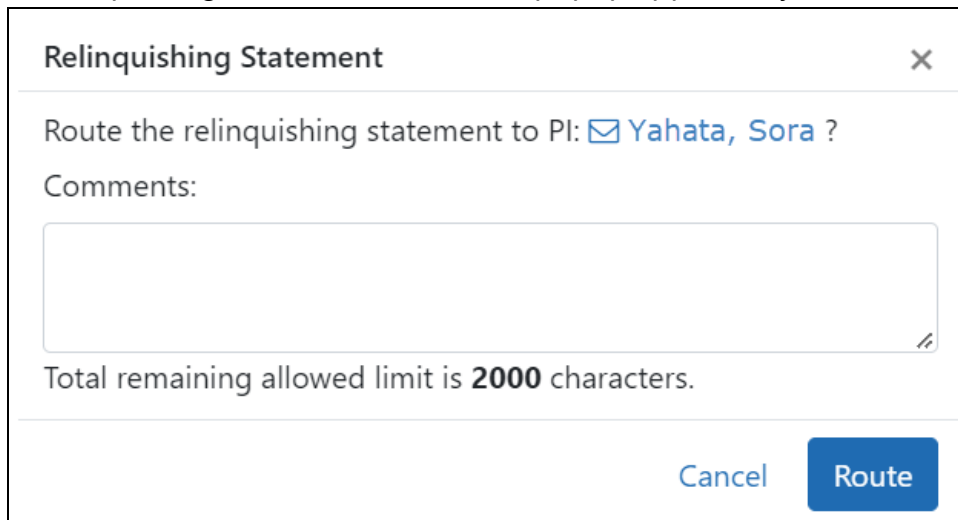
6. Click the three-dot ellipsis menu for the relinquishing statement you want to edit and select **Edit Relinquishing Statement**.

The relinquishing statement opens in edit mode; see *Starting a New Relinquishing Statement (SO)* for details of the relinquishing statement form.

Routing the Relinquishing Statement to the PI

Follow the directions to either start a new relinquishing statement or edit an existing relinquishing statement (see above procedures), then click the **Route to PI** button while in the *Relinquishing Statement* screen. Click the **Route** button in the confirmation popup that appears.

A *Relinquishing Statement* comments popup appears if you choose to route.



Relinquishing Statement

Route the relinquishing statement to PI: ✉ Yahata, Sora ?

Comments:

Total remaining allowed limit is **2000** characters.

Cancel Route

Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO)

To delete a relinquishing statement, its status can only be **SO Work in Progress**. If a relinquishing statement is already submitted to the agency, or if it is currently routed to the PI, you can **ONLY** view a read-only copy of the form.

To delete or view routing history:

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. In the Status module, select **Relinquishing Statements** from the **Search Type** dropdown.
3. In the **Relinquishing Statement Search Type** dropdown, select **Search for Awards**.

The **Search for Awards** option shows relinquishing statements initiated at your institution that are in progress.

4. You can leave the **Relinquishing Statement Status** dropdown empty.

The Relinquishing Statement Search Results appears.

Relinquishing Statement Search Results

Search Criteria: **RS Status: SO Work in Progress** **RS Search Type: Search for Awards**

Filter Table [icon] 2 Results [download icon] [grid icon] 1 of 1 [next icon]

Application/Award ID	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

Relinquishing Statements

Relinquishing Statement 10786 [three-dot menu]

- Edit Relinquishing Statement
- View Routing History
- Delete Relinquishing Statement

SO Work in Progress

RS Submitted Date: Not Submitted

5. For the relinquishing statement you are looking up, click the arrow icon in the **Application/Award ID** column, which expands the row to show more information. More than one relinquishing statement can appear here.
6. To delete, click the three-dot ellipsis menu for the relinquishing statement you want to edit and select **Delete Relinquishing Statement**. (Deletion is possible only **for SO Work in Progress** relinquishing statements.)
7. To view a read-only relinquishing statement (that is either submitted, or routed to the PI), click the three-dot ellipsis menu and select **View**

Relinquishing Statement. If it is submitted, you see a PDF of the submitted form. If it is routed to the PI, you see the form on the *Relinquishing Statement* screen.

Viewing Routing History for a Relinquishing Statement

A PI or agency user can choose to write comments on the relinquishing statement. For instance, if the agency reviewer sets the relinquishing statement to **Returned**, meaning there are corrections or concerns, the agency reviewer can write comments. The SO can see these comments, or PI comments, in the *Routing History* popup. The routing history of a relinquishing statement can be viewed in any status.

To view routing history:

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. In the Status module, select **Relinquishing Statements** from the **Search Type** dropdown.
3. In the **Relinquishing Statement Search Type** dropdown, select **Search for Awards**.

The **Search for Awards** option shows relinquishing statements initiated at your institution that are in progress. You can leave the **Relinquishing Statement Status** dropdown empty.

The Relinquishing Statement Search Results appears.

Relinquishing Statement Search Results [?](#)

Search Criteria: RS Status: SO Work in Progress RS Search Type: Search for Awards

Filter Table 2 Results Download Grid 1 of 1

Application/Award ID ^	Proposal Title ^	PD/PI Name ^	Application Status ^	Budget Period Start Date ^	Budget Period End Date ^
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

Relinquishing Statements

Relinquishing Statement 10786 ...

SO Work in Progress

RS Submitted Date: Not Submitted

- Edit Relinquishing Statement
- View Routing History
- Delete Relinquishing Statement

- For the relinquishing statement you are looking up, click the arrow icon in the **Application/Award ID** column, which expands the row to show more information. More than one relinquishing statement can appear here.
- To view routing history, click the three-dot ellipsis menu and select **View Routing History**.

The Routing History popup appears. If the PI or Agency reviewer wrote comments, those comments appear here.

Routing History ×

Reviewer Name	RS Status	Action Date	Next Reviewer Name	Comments
JONES, DAVY	SO Work in Progress	6/1/2022, 5:25:28 PM	NONE	
JONES, DAVY	Submitted to Agency	6/1/2022, 5:25:30 PM	NIH	
DOE, JANE	Returned	6/23/2022, 7:04:28 PM		The total award on term date is \$479,000. Please verify the unexpended balance on the term date and resubmit. I sent an email to the University AOR to verify also.

Close

Editing and Routing a Relinquishing Statement (PI)

While only a signing official (SO) can start or submit a relinquishing statement, the SO can route a saved relinquishing statement to the principal investigator (PI) of the award being relinquished. If the SO routes the relinquishing statement, the PI sees a Relinquishing Statement action in the Status module and can edit it. For multiple PI awards, only the Contact PI will see the Relinquishing Statement action. When finished, the PI then routes the relinquishing statement back to an SO.

To find, edit, and route a relinquishing statement (PI):

1. Log into eRA Commons and navigate to the Status module.
2. View the grant that is being relinquished and click **its Relinquishing Statement action**.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
R01NS010101	GRANT3333333	Parkinson's Disease	LING, SUEDO (PI)	Submission Complete	Not Discussed	06/30/2021	JIT Relinquishing Statement

Figure 2: Status Result - List of Applications/Awards Screen

The *Edit Relinquishing Statement* screen appears. As a PI, you can edit the institution to which the grant is moving, or the contact email at the institution. All other fields are disabled.

Edit Relinquishing Statement ?

PD/PI Name	Project Period	Award Number	Awardee Institution	Address
Ling, Suedo	09/30/2022 - 09/29/2023	1DP1OD033491-01	Relinquishing the Award UNIVERSITY OF DIEGO	LA JOLLA, CA, UNITED STATES

* - Required Field

Identify the Institution where the PD/PI has expressed desire to continue the research

Select Which Identifier *

Search by Institution Name

New Institution Name

GROUP LIMITED ✕

Unique Entity Identifier (UEI)

New Institution UEI

EX: ABCDEF12. ✓ Verified Clear and Start Over

IPF Code

New Institution IPF Code

10000000 ✓ Verified Clear and Start Over

Requested Termination Date *

Contact Email at the Institution *

The date the award will be terminated at the current institution. Must be within the project period.

Equipment costing \$5000 or more transferring with the project

Total remaining allowed limit is 1995 characters.

Unexpended Balance - Estimated

That portion of the estimated unexpended balance which has been received will be returned the Public Health service, upon request, with a final adjustment, if required, to be made after the award account has been audited. The unexpended balance on termination date calculated on basis of total amount awarded for the award year, will be:

Direct Cost *	Remaining Direct Cost
\$ <input type="text" value="0.00"/>	\$0.00
Indirect Cost	Remaining Indirect Cost
\$ <input type="text" value="0.00"/>	\$0.00
Total Cost	Remaining Total Cost
\$ <input type="text" value="0.00"/>	\$0.00

Cancel Save Route to SO

3. You can identify the institution to which the award is being transferred in one of three ways:

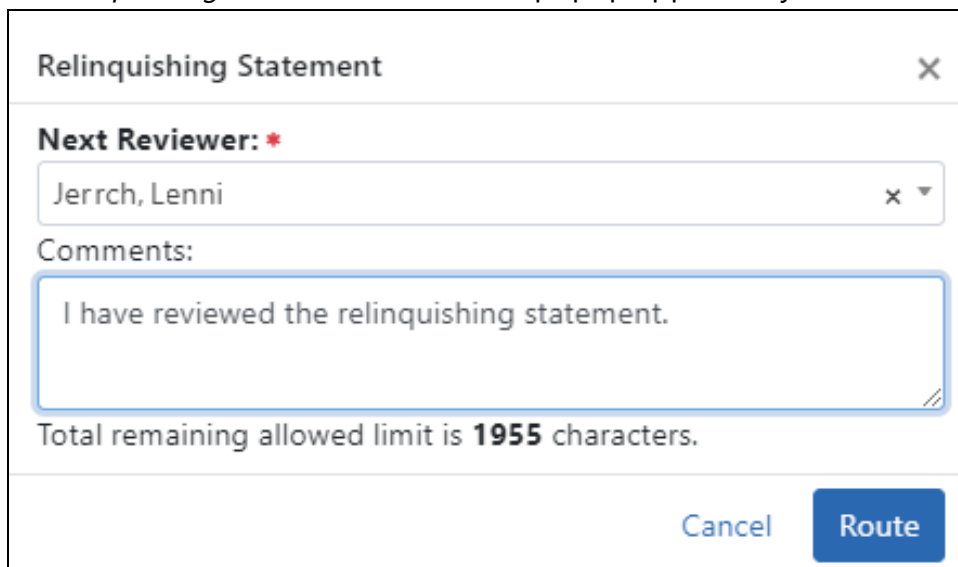
Type its name and select from the suggestion list, OR, type the institution's unique entity identifier (UEI), OR, type the institution's IPF number. Once you

do any of these three actions, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you.

TIP: To clear the identifier fields, click a **Clear and Start Over** link next to the UEI or IPF fields.

4. Optionally, change or enter the contact email at the receiving institution.
5. Click the **Save** button if you want to save this statement and come back to it later.
6. If you are done reviewing/editing, click the **Route to SO** button to move the relinquishing statement back to the SO's queue. Only an SO can submit the statement.

A *Relinquishing Statement* comments popup appears if you choose to route.



The screenshot shows a modal window titled "Relinquishing Statement" with a close button (X) in the top right corner. Below the title, there is a section labeled "Next Reviewer: *" with a dropdown menu showing "Jerrch, Lenni" and a small X icon. Below that is a "Comments:" section with a text input field containing the text "I have reviewed the relinquishing statement." At the bottom of the input field, there is a small icon of a diagonal line. Below the input field, it says "Total remaining allowed limit is 1955 characters." At the bottom right of the modal, there are two buttons: "Cancel" and "Route".

7. Choose an SO from the list who is working with you on the relinquishing statement, and optionally enter comments. While any SO can take action on a relinquishing statement, the SO that you choose here will receive a notification email alerting them of the relinquishing statement change, so that particular SO will be reminded to take action. Comments you enter will also appear in the Routing History for the relinquishing statement.

8. Click the **Route** button.

The relinquishing statement is routed back to the SOs for your institution, who can view the routing history to see the comments. The specific SO that you choose during routing will receive a notification email with your comments.

Viewing a Submitted Relinquishing Statement from Status Information (PI or SO)

A relinquishing statement is part of the Change of Institution process allowing an extramural grantee institution to transfer an active grant to another institution.

Once a relinquishing statement has been submitted to the agency, you can view a read-only version of it from the Commons *Status Information* screen. SOs can also view the relinquishing statement by searching in Status using the **Relinquishing Statement** search type and then selecting the **Search for Awards** option, then selecting the **View Relinquishing Statement** action on a grant; see *Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO)*.

To view the submitted form via the *Status Information* screen:

1. On any Status search screen (for PI or SO), search for an award that you know has a submitted relinquishing statement.
2. For the award, click the **Application/Award ID**, which takes you to the *Status Information* screen.

The *Status Information* screen appears.

2. From the *Status Information* screen, click the **Relinquishing Statement** link under Other Relevant Documents.

Contacts

Administration: Scientific Review Officer (SRO)
Name: Yeli, Ali A
Phone: (301) 555-0552
Email: eRATest@mail.nih.gov

Administration: Grants Management Specialist (GMS)
Name: Murnni, Coe
Phone: 301-555-0233
Email: eRATest@mail.nih.gov

Administration: Program Official (PO)
Name: Adial, Ronam
Phone: 301 555 4511
Email: eRATest@mail.nih.gov

Latest Update

Application Source: Grants.gov
 FOA: [PA20-185] - NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Status Information

Filter

1 R01 GM010101-01A1

Status: Council review completed. **Project Title:** Transcription

PI Name: Waxei, Doseev **NIH Appl. ID:** 10438333 **Application ID:** 1 R01 GM010101-01A1

Other Relevant Documents

- [e-Application](#)
- [Summary Statement](#)
- [eSubmission Cover Letter](#)
- [eSubmission-PHS Assignment Request Form](#)
- [Relinquishing Statement\(s\)](#)

Figure 3: Status Information Screen Displaying the Relinquishing Statement link
 The Relinquishing Statements screen appears.

Relinquishing Statements

1 R01 GM010101-01A1 Appl ID: 10438333

PI Name(s): Waxei, Doseev **Project Title:** Transcription

Appl. Status: Council review completed.. **Institution:** UNIVERSITY OF DIEGO

Accession Number: 4596752

Filter Table 1 Results

Document Name	Status	Submitted Date	Comments for Grantee
Relinquishing Statement	Submitted to Agency	2022-10-05 10:56:54 AM	

Figure 4: Relinquishing Statements Screen

3. Click the **Relinquishing Statement** link to view the Relinquishing Statement PDF.