*Place this information on department letterhead.*

*Remove all instructions in blue and replace blue text with appropriated information before submitting.*

December 7, 2023

To: Alexa Van Dalsem, Director OCG

From: Chair/Director name, Title

Re: Award Relinquishment

Dr. name of PI has accepted a position at name of new institution effective enter effective date. Dr. name of PI has a enter agency grant (UCB project number 15XXXXX) which s/he wishes to transfer to the new institution. The Department does not wish to nominate a substitute Principal Investigator for this grant and has no objections to the University of Colorado relinquishing this grant. I understand that $ enter dollar amount will remain unexpended as of enter effective date and that this amount will be relinquished to enter agency for transfer to Dr. name of PI’s new institution. I also understand that the Department will be completely responsible for any over expenditure resulting from overestimating the balance of the grant to be relinquished.

Signed by Department Chair (or Director) and PI