V FOUNDATION®
Victory Over Cancer

# V Foundation Grant Transfer Policy

The V Foundation for Cancer Research may allow institutional or Lead Investigator transfers under certain circumstances. Transfer requests are reviewed on a case-by-case and require prior approval from the V Foundation.

## V Foundation Expectations

The **Grantee** must notify the V Foundation of a transfer request **as soon as possible, but no less than 30 days prior** to the proposed transfer. The Grantee is responsible for coordinating with their institution(s) or new investigator to ensure the timely submission of required materials and ensure an efficient transfer process. Failure to obtain prior approval or to submit required transfer materials in a timely manner may result in delay, suspension, or denial of the transfer.

## General V Foundation Transfer Ineligibility and Restrictions

- V Scholar and All-Star Grants are ineligible for Lead Investigator transfers.
- Breaking Barriers Grants are ineligible for Lead Investigator transfers.
- Grants in No-Cost Extensions are typically ineligible for transfers.
- Institutional transfers are only permitted to NCI-Designated Cancer Centers or approved affiliates.
- Powered by the V grants (such as Game-Changer, Mission, or Early Career Investigator) may be subject to additional transfer criteria and restrictions.

## Requesting a Lead PI Transfer:

1. The Current Investigator must email the Research & Grants Team (grants@v.org) **as soon as possible**, but no less than **30 days prior** to the proposed transfer date. The Current Investigator is responsible for ensuring all required materials are submitted in a timely manner and for actively managing the transfer process to avoid delays.
2. The Research & Grants Team will review the initial request and provide one of the following: next steps, a request for additional information, or a decision.
3. If the transfer request is approved to move forward, a Transfer Request Form will be provided outlining all required documentation and next steps.
    a. The **Current Investigator** must submit the following, if applicable:
        i. Annual progress report
        ii. Annual financial report
    b. The **New Investigator** must submit the following:
        i. Completed Transfer Request Form
        ii. Letter of Support, signed by both the Cancer Center Director and New Investigator, confirming that the scientific aims remain unchanged and will be completed within the original grant period.
        iii. NIH Biosketch or Common Forms
        iv. Completed Transfer Payment Information Form
        v. Completed Transfer Grantee Information Form
        vi. Copy of headshot

4. Once all materials from both the **Current Investigator** and **New Investigator** have been submitted, reviewed, and approved, the V Foundation may proceed with the transfer process.

*Note: Any outstanding grant payments may be placed on hold until the transfer process is complete.*

## Requesting an Institutional Transfer:

1. The Lead Investigator must email the Research & Grants Team (grants@v.org) **as soon as possible**, but **no less than 30 days prior** to the proposed transfer. The Lead Investigator is responsible for ensuring all required materials are submitted in a timely manner and for actively managing the transfer process to avoid delays.
2. The Research & Grants Team will review the initial request and provide one of the following: next steps, a request for additional information, or a decision.
3. If approved, a Transfer Request Form will be provided to the Lead Investigator, outlining all required documentation and next steps.
    a. The **Current Institution** must submit the following, if applicable:
        i. Annual progress report
        ii. Interim Financial Report reflecting all expenditures to date
        iii. Return any unexpended funds
            1. Balances over $500 must be returned to the V Foundation by check and must include the V Foundation Award ID number. Mail to: *The V Foundation for Cancer Research, Attn: Accounts Receivable, 14600 Weston Parkway, Cary, NC 27513*
    b. The **New Institution** must submit the following:
        i. Completed Transfer Request Form
        ii. Letter of Support signed by both the Cancer Center Director at the New Institution and the Lead Investigator, describing how the research environment will support the V Foundation funded research and confirming the excepted state date.
        iii. Completed Transfer Payment Info Form
        iv. Completed Transfer Grantee Info Form
4. Once all materials have been submitted, the V Foundation will review the request.
5. If approved, the V Foundation will issue the Transfer Grant Agreement to the **New Institution** for execution.

*Note: Any outstanding grant payments may be placed on hold until the transfer process is complete.*

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