

## The procedure if a team member changes institute

1. The team member should request the Principal Investigator to confirm that he/she is aware of and supports the move and that it will not have deleterious effects on the collaboration. The Grants Office ([grant@hfsp.org](mailto:grant@hfsp.org)) can provide a standard form letter if necessary. This is to ensure that the Principal Investigator, who is responsible for piloting the project and reporting at the end, is informed. If it is the Principal Investigator who is moving, go directly to step 2.
2. The team member's new institute will be asked to provide an RG104 (principal investigator) or RG105 (co-investigator) that confirms that they will administer the grant following the HFSP rules. They will also be asked to fill a RG107 form with 'banking details' of the new institute for further payments. In addition, an official bank document with wiring instructions is required by HFSP Finance Office. If no further payments are scheduled (i.e. after the beginning of the third year and up to the end of the no-cost extension) an RG104/RG105 will still be necessary if funds are to be transferred from the previous host institute as they must be spent respecting HFSP rules for allowable expenses.
3. Upon receipt of the RG104/RG105 and RG107 forms, the secretariat will provide a letter authorizing the transfer of remaining funds from the original institute to the new institute. HFSP prefers that such sums are transferred directly between the institutes concerned and will only exceptionally intervene in the transfers. Upon request this authorization may also permit payments in both directions. This may be useful if a graduate student, post-doc or engineer continues to work on the project in the original institute for a few months beyond the move of investigator (for example to complete a thesis study) and it is not possible to calculate the exact sum that will be necessary.
4. The original institute will be asked to provide an intermediate financial report two months after the completion of the move, including details of unspent sums transferred to the new institute.