

## Disposition Form Additional Info

### General

1. Form should be completed when researchers leave the organization or change depts. This applies to anyone in a PI, Co-PI, or Key/Senior Personnel role on a sponsored project.
2. Disposition Form should be completed as soon as information becomes available. Many sponsors have a requirement to notify them within a specific number of days of a change in effort.
3. All active awards should be included. Information can be found in Novolution by running an Ad-Hoc Report and selecting the researcher's name in the PI/Co-PI field on the left side of the screen.
4. Transfers will be initiated by SPA when all NDSU approvals have been received. Transfers may not be possible due to a variety of reasons and generally take a few months to complete.
5. Additional documents may be required during the transition and will be requested based on review of each project. Examples of these documents include Biosketch/CV, Current and Pending Support, and a summary of progress to date.
6. PI/Co-PIs who are leaving NDSU should also contact the [NDSU Business Development Office](#) regarding intellectual property disclosures and [Research Integrity and Compliance](#) regarding compliance protocols.
7. PI or Co-PI must be an active NDSU employee, not in an adjunct, advisor, or affiliate role.

### Specific Fields

8. Award/Project Number will be the project number from PeopleSoft beginning with FARXXXXX
9. Recommended Replacement would be responsible for any work remaining and required reporting. This is the PI's recommendation, pending Dept and Sponsor approval
10. If the Chair, Dept Head, or Dean are different for the Replacement than the Original Researcher, both individuals are required to sign. If they are the same, only one signature is required.