



October 18, 2007

Research
Development &
Administration

**Sponsored Projects
Administration**

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Lynette Arias,
Director
ariasl@ohsu.edu

<Contact Name>
<Sponsoring Agency>
<Street Address>
<City, State Zip>

Dear Mr./Ms. <Contact Name>:

Dr. <PI Name>, Principal Investigator <Agency Award Number or Project Title>, will resign his/her position at Oregon Health & Science University on <Date of Transfer> and has expressed a desire to continue the research project at:

<Name of New Institution>
<Street Address of New Institution>
<City, State Zip of New Institution>

In view of the fact that we do not wish to nominate another principal investigator to continue the research project at Oregon Health & Science University, this letter is to signify our willingness to terminate this grant as of <Date of Transfer> and to relinquish all claims to any unexpended and uncommitted funds remaining in the award, as well as to recommended future support of this project at the new institution.

Please contact <SPA Analyst>, Sponsored Projects Administration, at <Phone and Email Address> to coordinate the termination of this award.

Sincerely,

<Principal Investigator Name>
Principal Investigator

<Chair Name>
Department Chair

<SPA Director>
Director, Sponsored Projects Administration