

1. Introduction

v0.1

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This quick guide outlines the process of transferring an application to another PI. The transferring PI shares the application with them.

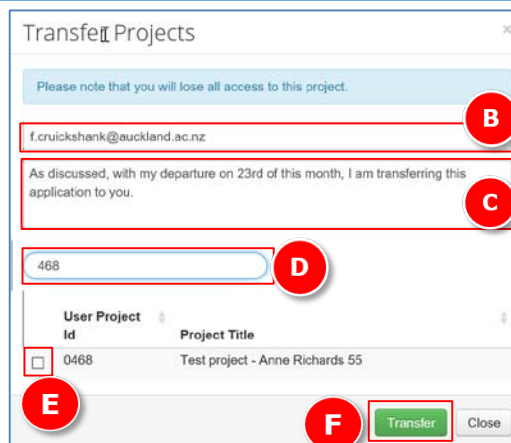
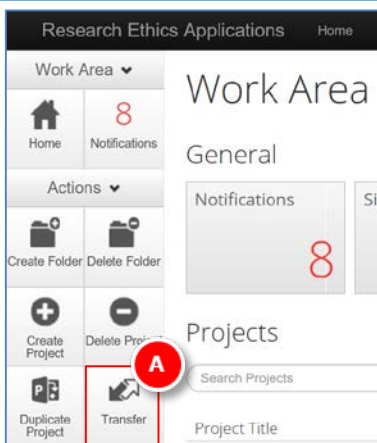
This process is to be reviewed – may require Amendment Request to be raised before any Transfer can be carried out.

other PI. The new PI shares the application with them.

2. Transferring PI - Request to transfer an application

Log into Infonetica Ethics RM

- A. Click on the **Transfer** action button
- B. Type in the email address of the new PI
- C. Type in any message
- D. Search for the project
- E. Tick the box beside the project
- F. Click on the **Transfer** button



3. New PI – Accept (or reject) transfer of application

The new PI will receive an email advising that they have an application transfer request

- G. Click on the link to open Infonetica Ethics RM
- H. Click on the **View Project** button
- I. Click the **Accept Transfer** action button (or **Reject Transfer** if not willing to take over the application)
- J. Click **Yes**
- K. The **Transfer Status** is now showing as **Transfer Accepted**

Email link screen shot

