1. Department notifies SPA and ORS, concurrently, that a grant is pending relinquishment.
   1. Department should realize that any expenses incurred after the date of relinquishment will be their responsibility
2. For NIH grants, ORS initiates a relinquishing statement in eRA Commons;
   1. Department provides:
      1. name of new institution
      2. its DUNS number
      3. name and email address of its signing official
      4. date of relinquishment
   2. ORS emails department a screen shot or PDF file of the relinquishing statement so that department is aware of what information must be provided
3. Department prepares and routes relinquishing statement through ORS (include the following)
   1. Routing sheet
   2. Relinquishing statement
   3. Most recent ledger
   4. List of expenses that may hit in the future
   5. Reconciliation to show how figure on relinquishing statement was determined
   6. Final Invention Statement
4. Once signed, ORS completes relinquishing statement in eRA Commons and submits it to the NIH.