

## **Instructions for Faculty Transition of Wabash Center Grants**

If you are a Project Director who is transitioning to another institution during the course of a Wabash Center grant, please notify us in writing before your departure. Since grants are awarded to the institution, not the individual, the project may either:

1. Continue under new leadership at your current institution, or
2. Return the remaining funds to the Wabash Center if the project cannot continue.

If your institution chooses to continue the project under new leadership, please submit a formal letter on institutional letterhead with the following information:

- Grant Number and project title.
- Date of your transition to a new institution.
- The name, title, and department of the new Project Director who will assume leadership.
- Updated contact information for the Project Director, Dean, and Finance Officer.
- Confirmation that your dean and finance officer support the transfer of project leadership.
- Signatures from you (the outgoing Project Director), the new Project Director, the Dean, and the Finance Officer.

This letter ensures that Wabash Center can update our records and remain in contact with the appropriate institutional representatives.

All transition letters should be addressed to Dr. Nancy Lynne Westfield, Director, Wabash Center for Teaching and Learning in Theology and Religion, and submitted before your grant end date.

## **Instructions for Deans and Finance Officers When a Faculty Grantee Leaves the Institution**

Wabash Center grants are awarded to the institution, not the individual faculty member. If a Project Director transitions to another institution during the life of a grant, your institution is responsible for informing the Wabash Center how the grant will proceed.

As dean or finance officer, you will need to:

1. Confirm how the institution will proceed with the grant.
  - Option A: Appoint a new Project Director at your institution to continue the grant activities. Former faculty can continue as a Co-PI if that is desirable by your institution.
  - Option B: Return the remaining funds to the Wabash Center if your institution chooses not to continue the project.
2. Submit a formal letter on institutional letterhead (in collaboration with the outgoing Project Director) that includes:

- The Grant Number and project title.
  - The outgoing Project Director's name and the date of their departure.
  - The name, title, and department of the new Project Director (if applicable).
  - Updated contact information for the Project Director, Dean, and Finance Officer.
  - A statement of institutional support for the new arrangement.
  - Signatures from the outgoing Project Director, new Project Director (if applicable), Dean, and Finance Officer.
3. Ensure timely reporting.
- If the project continues: all reporting deadlines remain in place.
  - If the funds are returned: a final narrative and financial report must still be submitted.

This process ensures clarity, accountability, and continuity of funded work. Letters should be addressed to: Dr. Nancy Lynne Westfield, Director, Wabash Center for Teaching and Learning in Theology and Religion

**OPTION 1: Appointing a New Project Director at the Current Institution**  
**From Institution Informing Wabash of Faculty Transfer**

**[Institutional Letterhead]**

**Date**

**RE: Grant No. WC 1234 567**

(Be sure to include the Grant Number)

Dear Dr. Westfield:

I am writing to inform you that Dr. [Faculty Name], the Project Director for the above-referenced Wabash Center grant, has recently accepted a new position at [New Institution]. As the grant award was made to [Current Institution], we have reviewed the project's status and determined the best course of action moving forward.

After consideration, [Current Institution] has chosen to continue the project under new leadership. We are pleased to appoint [New Project Director's Name, Title, and Department] as the new Project Director, effective [date]. [He/She/They] will oversee the remaining grant activities and ensure that the work proceeds in alignment with the approved proposal and Wabash Center guidelines.

Enclosed, please find updated contact information for the new Project Director, Dean, and Finance Officer. We will ensure timely submission of all required reports and financial documentation.

We remain deeply appreciative of the Wabash Center's support for faculty development and look forward to continuing our participation in this important work.

Sincerely,

[Name]

Dean

[Current Institution]

[Name]

Finance Officer

[Current Institution]

[Name]

New Project Director

[Current Institution]

**OPTION 2: Returning Remaining Funds (Project Discontinued)**  
**From Institution Informing Wabash of Faculty Transfer**

**[Institutional Letterhead]**

**Date**

**RE: Grant No. WC 1234 567**

*(Be sure to include the Grant Number)*

Dear Dr. Westfield,

I am writing to inform you that Dr. [Faculty Name], the Project Director for the above-referenced Wabash Center grant, has recently accepted a new position at [New Institution]. As the grant award was made to [Current Institution], we have reviewed the project's status and determined the best course of action moving forward.

After consideration, [Current Institution] has decided not to continue the project following Dr. [Faculty Name]'s transition. In accordance with Wabash Center grant guidelines, we will return the remaining grant funds and submit a final narrative and financial report to formally close the project.

We recognize and appreciate the Wabash Center's support in advancing teaching and learning in theology and religion. The project has been a valuable contribution to our community, and we are grateful for the opportunity to have participated.

Please let us know if there are specific procedures or forms required to complete the closeout process. We will ensure that all final materials are submitted promptly.

Thank you for your understanding and partnership.

Sincerely,

**[Name]**

**Dean**

[Current Institution]

**[Name]**

**Finance Officer**

[Current Institution]

*(Optional)*

**cc:** Dr. [Faculty Name], former Project Director