

VSU OSRP equipment transfer policy and procedure

Purpose

The purpose of this policy is to provide clarity related to the transfer of equipment purchased with external (sponsored) funds for faculty and staff members who are relocating to another institution, campus, or department within the University, and to provide guidelines for making such requests for transfer.

Policy

Title to property purchased from sponsored funds vests in the University upon acquisition unless otherwise specified by the grant/contract terms. The University has an obligation to ensure that the equipment is used for the stated purpose of the project as long as the grant is active at this Institution. When a project terminates, the University must use the equipment properly to support other research projects or dispose of it according to specified procedures.

When a faculty member is transferring from one institution to another or from one department to another within the University and wishes to transfer equipment the following rules govern the transfer of equipment:

- I. Equipment purchased from ongoing grants/contracts is usually moved along with the transfer of the grant(s)/contract(s) to the new institution, or new department within the University, if the equipment is needed for continuation of the project. (For the procedures to request approval for the transfer of grants to another institution, refer to faculty transfer procedures.)
- II. Equipment which was purchased from a grant/contract that has terminated or will terminate by the time the investigator transfers, may be moved to the new institution provided that all of the following criteria are met:
 - a. the new institution is a non-profit school or laboratory, located in the U.S.A.,
 - b. the sponsor does not reassign the equipment during a 120-day period or any other period consistent with the sponsor's guidelines (e.g., Federal contracts are twelve (12) months) following termination of the project,
 - c. in the case of equipment funded by multiple sources, all funding is from transferable sources. Further, an item of equipment cannot be a component of equipment not eligible to be transferred,
 - d. equipment was obtained on a grant on which the researcher was primary investigator;
 - e. the equipment is not shared with another researcher in performance of another grant,
 - f. the receiving institution or researcher agree to pay all costs of preparing, packing and transporting of the equipment,
 - g. the Department Chair, Dean, Office of Administration and Finance and the Office of Academic Affairs approve the request to relocate the equipment.

Procedures

The Office of Sponsored Research and Programs assists faculty in the coordination of all of the paperwork required for the transfer of equipment from the University. Because the process of obtaining verification, review, and approval of equipment transfers from various offices on campus is involved and time consuming, it is recommended that a faculty member allow at least four weeks prior to departure to obtain all of the approvals and complete the process.

- I. In order to transfer equipment from one department to another within the University, the current department must relinquish its interest in the equipment to the new department through the completion of an [equipment relocation form](#).
- II. In order to transfer equipment from one academic institution to another domestic academic institution the University must relinquish its interest in equipment acquired under grants or contracts.

- A. The investigator should complete an [OSRP equipment transfer form](#) and route it through the appropriate signatures.
- B. Once all of the University approvals have been received, OSRP will notify the receiving institution of the equipment transfer. The receiving institution must accept title to the equipment. This requires the signature of an official authorized to accept title to the equipment.

To obtain assistance with the preparation of equipment transfer requests please contact OSRP.

Prior to relocating equipment, contact Fixed Assets that the transfer is properly recorded for Capital Equipment.