

## **Policy on Transfer of Research Equipment**

College of Agricultural and Life Sciences

Rvsd Oct. 8, 2012

The following protocol provides guidance regarding transfer of research equipment as faculty leave UW-Madison for positions elsewhere.

Federal (OMB) Circular A-110 ([http://www.whitehouse.gov/omb/circulars\\_a110](http://www.whitehouse.gov/omb/circulars_a110) and UW-Madison Accounting Services (<http://www.bussvc.wisc.edu/acct/policy/property/propfed.html> ) provide general principles related to transfer of research equipment.

### **UW-titled equipment**

If a faculty member leaves UW:

1. and an active award (e.g., NIH, NSF) remains at UW, then equipment purchased under that award remains at UW.
2. and an active award moves with him/her, equipment purchased under that award moves accordingly.
3. and requests transfer of equipment purchased under grants now expired, that equipment is *eligible for consideration* for transfer.

For equipment to be eligible for consideration for transfer, *each* of the following conditions must be met:

1. The receiving institution is a nonprofit institution. (For-profit organizations are not eligible for equipment transfers.)
2. The line of research for which the equipment was originally purchased is continuing.
3. The equipment was purchased with “133,” “144,” or “233” funds. In cases where the purchase was split across multiple funds, the equipment must have been purchased with >50% 133, 144 or 233 funds.
4. Students, postdocs, co-PIs, and co-investigators associated with the departing faculty member do not require the equipment for continuation of their collaborative work.
5. Transfer of the equipment is not restricted by the terms of the award(s) that funded its purchase.

Process for transfer of UW equipment:

1. Faculty member prepares list of equipment requested for transfer (see template, Attachment 1). Equipment inventory numbers, funding sources, etc. must be obtained from UW Property Control.
2. Department chair confirms that list conforms to information from UW Property Control and coordinates review of the list with appropriate faculty, staff and students.
3. Department executive committee votes to affirm transfer of equipment.

4. "Authorization to Transfer" form (<http://www.bussvc.wisc.edu/acct/instructions/trsfper.html>) is completed for each item of equipment.
5. Department chair forwards the request for equipment transfer, including the itemized list and completed Authorization Forms, to the CALS Associate Dean for Research.
6. Dean's Office reviews list and approves Authorization Forms.
7. UW Property Control reviews list and approves Authorization Forms.
8. Upon completion of all approvals, equipment can be transferred.
9. Costs of decommissioning and transport of equipment are to be covered by the faculty member or recipient institution.

**Sponsor-titled equipment (federal or non-federal)**

For equipment that is titled to the extramural sponsor (federal government or non-federal entity), permission for its transfer must first be granted from the sponsoring entity. Procedures as outlined above for UW-titled equipment should then be followed.

*Approved by:*

*CALS Administration, July 30, 2012*

*CALS Academic Planning Committee, Oct. 9, 2012*

