SPONSORED PROGRAM EQUIPMENT TRANSFER

RESPONSIBLE ADMINISTRATOR: SENIOR VICE PRESIDENT OF FINANCE AND BUSINESS
RESPONSIBLE OFFICE(S): DELIVERY SERVICES
ORIGINALLY ISSUED: 08/15/2014
APPROVALS:

____________________  __________________________
Gerry Bomotti Senior Vice President of Finance & Business  Date

____________________  __________________________
John Valery White, Executive Vice President & Provost  Date
(The above line can be deleted or changed based on the policy)

APPROVED BY THE PRESIDENT:

____________________  __________________________
Donald D. Snyder  Date

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to provide direction to university departments regarding transferring research equipment originally purchased under a sponsored program to another university or college.

ENTITIES AFFECTED BY THIS POLICY

Entities affected include all units, university employees and volunteers, students and impacted members of the community.

WHO SHOULD READ THIS POLICY

• Deans, Directors, and Department Heads
• Unit Managers
• Any employee associated with processing surplus equipment and materials at UNLV.
• Employees, within their respective departments, who are involved with fixed asset acquisition and control
POLICY

The University is prohibited from giving away assets, without receiving comparable value in return. However, it is possible for research personnel, who have terminated employment with the university, but who will be employed by another university or college, to transfer research equipment acquired on both current and retired sponsored accounts to their new institution.

The Inventory Control section, in coordination with the Office of Sponsored Programs, is responsible for establishing the procedures for equipment transfers, if the conditions below are met.

Equipment may also be transferred on a case-by-case basis, on an exception-approval basis, by the department head to federal and non-profit research agencies. The following conditions are required to transfer research equipment to another university or college, a federal agency, or non-profit organization.

1. Equipment must have been purchased entirely with sponsored project grant and contract accounts, obtained as government-furnished equipment, or purchased on restricted accounts (non-university funded) for specific researchers.
2. Equipment purchases with any state appropriation or university local funds are not transfer eligible. The new institution can offer to purchase these items of equipment.
3. The equipment is used for research purposes.
4. The equipment will be titled to an eligible institution. Under no circumstance will property be transferred to an individual or for-profit organization, unless required by award terms or sponsor instructions.

RESPONSIBILITY

Department Head
The Department Head is responsible to assess the ongoing need of the equipment within their department/college when UNLV has title to equipment after the sponsored project that funded the equipment purchase is over. When a sponsored program is current and ongoing it is standard practice to transfer the equipment with the departing faculty member. However, when a project is over UNLV retains title and may need the equipment to support related research projects. If the university still has a use for it then the transfer is at the discretion of the department head whether or not we should approve a transfer and the department head is in the best position to make that determination. If the sale/transfer is approved, the department head should complete the Equipment Transfer Form, which includes a list of equipment desiring to transfer, that includes the Bar Code Tag numbers and account numbers on which the items were purchased. Indicate the name of the new employing institution.
Individual
Individual, who is transferring equipment to another institution, is responsible to provide the department head, with all the pertinent information, relating to the equipment being transferred. Individual will route the Equipment Transfer Form, for applicable authorization signatures and then submit it to Inventory Control.

Office of Sponsored Programs
The Office of Sponsored Programs (OSP) is responsible to verify that the equipment meets or does not meet the transfer requirements dictated by federal regulations. OSP will approve or disapprove of the equipment transfer. If the equipment does not meet the eligibility requirements to transfer, OSP will return the transfer form to the department with an explanation. The completed Equipment Transfer Form will be forwarded to Inventory Control.

Principle Investigator
The Principle Investigator is responsible to ensure that the new institution receives all equipment and bar code the equipment accordingly. Forward the signed receipt (Equipment Transfer Form) to UNLV Inventory Control.

Inventory Control
Inventory Control is responsible to remove the equipment from the department’s inventory.

RELATED DOCUMENTS

NSHE Procedures and Guidelines Manual Section 2, Part 8 – Disposal of Surplus Equipment
NSHE Procedures and Guidelines Manual Section 2, Part 9 - Equipment Inventory
UNLV Foundation Gift in Kind Policies and Procedures
UNLV Purchasing Policies
UNLV Surplus Property Policy
OMB Circular A-21, specifically section J.14 and J.18
OMB Circular A-110, specifically sections 33 and 34
Federal Acquisition Regulations (FAR), specifically parts 45 and 52.245

CONTACTS

Direct any general questions about this university policy to your unit’s business service center. If you have questions about specific issues, contact the following offices:

Inventory Control (702) 895-0859
Office of Sponsored Programs (702) 895-1357
These definitions apply to these terms as they are used in this policy.

**Market Value** - Cost to acquire an item in its current condition through an arm's-length transaction. Also referred to as “fair market value.”

**Moveable Equipment** - Item that is neither permanently affixed to nor part of a building. Examples include centrifuges, copiers, oscilloscopes, vehicles, etc.