

Equipment Transfer

Standard Operating Procedure

Transfer of Sponsored Project Equipment When PI Is Transferring From NCSU

Version: 07/11/2008

Adhering to NCSU policy, REG10.10.2, regarding Equipment Transfer and Loans, the following considerations need to be assessed by the Department Head and Dean and cannot occur except under the following conditions:

2.1. Equipment is no longer needed by the University and the University approves transfer to another unit or institution.

2.1.1. On a case-by-case basis, reimbursement of a portion of the acquisition costs may be negotiated.

2.1.2. Transfer always requires notification of the Capital Assets Management System (CAMS) Director and may require the approval at some administrative level beyond the university.

2.2. The principal investigator (PI) on an external grant/contract transfers to another unit or institution. In this case, guidelines of the sponsoring agency must be adhered to but additional requirements may be imposed by the University.

2.3. In general, transfers are negotiated on a case-by-case basis, within the following general guidelines

2.3.1. Transfer of specialized research equipment purchased solely from external sources during the current grant period may be approved by the University if the receiving unit/institution provides all shipping or relocation costs and assumes all liability and maintenance responsibilities from the time the equipment is moved from its position in the University.

2.3.2. If partial funding derived from State sources, some repayment of State funds may be negotiated and approval beyond the University will generally be required.

2.3.3. Transfer of general research equipment or of equipment purchased before the grant period will be allowed only if there is no substantial and documentable need within the University and the Department Head and Dean approve; a reimbursement of some part of State or other external agency funds used to acquire such equipment may be negotiated and approval beyond the School/College/Unit level may be required.

Upon consideration of these conditions, the following is the standard protocol for any sponsored project equipment to be transferred from NCSU:

1. Once a PI has notified his/her department of a transfer and requests to transfer equipment from a sponsored project, Department is responsible for notifying the following personnel:
 - a. College Research Office Director
 - b. Sponsored Programs (SPARCS) Administrative Officer for Audits and Assessments, currently Debbie Hunt
 - c. Contracts and Grants (C&G) Assistant Director of Operations, currently Julie Brasfield.

2. If equipment to be transferred is part of a current sponsored project, Department will work with College Research Office Director, SPARCS Administrative Officer for Audits and Assessments and C&G Assistant Director of Operations to gain written institutional and sponsor approval to transfer project and equipment. For transfer of sponsored projects, reference Transfer of Projects **REG10.10.7** and [Standard Operating Protocol](#).
 - a. Institutional approval must be given by Department Head, Dean, and the Vice Chancellor for Research and Graduate Studies

3. Department should verify that Capital Assets Management System (CAMS) has all equipment tagged properly and correct location of equipment is listed.

4. Department is responsible for detailing in CAMS information concerning transfer of equipment off campus. Reference **REG 07.30.16**
 - a. Department must send copies of the above approvals to the CAMS Office, Box 7205 and the Contracts and Grants Office, Box 7214. Please include a list of equipment to be transferred and provide the following information for each item:
 - i. CAMS asset tag number
 - ii. Description
 - iii. PO/PA number
 - iv. Acquisition date
 - v. Original cost
 - vi. Account number
 - b. Department must assess the value of the equipment to be transferred.

5. For equipment defined as Government Property according to FAR 45.5, title and disposition of equipment in this classification is specified in FAR 52.245-5 Alternate I. The Office of Contracts and Grants will provide disposition instructions during the close-out process.

6. For sale of state-titled equipment (including assets purchased from expired federal contracts and grants in which title vests with the state)

- a. Obtain written approval for the sale from the Department Head and the Dean.
 - b. Complete a Surplus Disposition Form (SDF01) for all items to be sold and send the form to the Campus Surplus Office, Box 7225. Include a statement on the form that the items are to be surplussed for the purpose of sale to another institution (specify). Attach a separate sheet listing equipment to be sold and include the following information for each item:
 - i. CAMS asset tag number
 - ii. Description
 - iii. PO/PA number
 - iv. Acquisition date
 - v. Original cost
 - vi. Account number
 - vii. Fair market value to be paid by other institution
7. New Institution must submit an offer to purchase the equipment from the university. This should be obtained by Department, and the offer needs to detail the individual pieces and accessories.
8. Department must receive from New Institution, in writing, that they agree to and have provided documentation for, how they are assuming full responsibility of insurance for transfer of equipment.
9. Department should then forward the letter, along with a recommendation to sell the equipment, to the Assistant Director of Operations in Materials Support, currently Jim Hansen.
 - a. This person manages the surplus process. The offer needs be at least as good as, if not better, than what NCSU could sell the equipment for as surplus, and the letter from Department needs to state this.
10. Department is responsible to oversee that the transfer of property goes through the surplus process. Department also needs to complete the surplus form, which should detail the same pieces and accessories as the purchase offer.
11. Department must provide the original funding information for each item that is listed. This is critical because it will determine where the money goes after the sale - either into a university appropriated receipts account, or back into a departmental receipt account.
12. The Assistant Director of Operations in Materials Support will take this information to State Surplus and ask that we be allowed to proceed. State Surplus is primarily concerned that we receive the maximum amount for all surplus.

- a. Please send copies of the above approval, surplus form, and list of equipment to CAMS, Box 7205. A copy of the completed surplus form and list of equipment will be sent by campus surplus to the State of North Carolina Surplus Property Officer. Campus surplus will notify CAMS and the department of the approval or disapproval of the request.
 - b. Once approved (and only after this approval is given), the equipment may be moved.
13. Any money deposited into the appropriated receipts account is under control of the Budget Office.
14. If a request for any of these funds is anticipated, the request must go to the Budget Office.

Other considerations:

- Methodology used to establish equipment value
- Determine and make all parties aware of where original Sponsored Project funding from: federal, state, industry, etc.
 - **NOTE:** State-titled equipment (including assets purchased from expired federal contracts and grants in which title vests with the state) cannot be transferred to individuals, other state agencies or other institutions without NCSU receiving fair compensation for the assets.
- F&A considerations
- CAMS considerations, from **REG 07.30.16:**